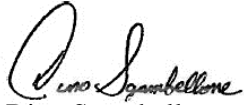


Los Alamos County Police Department
Policy and Procedures Manual
Version: June 15, 2017 Approval Signature Page

This Policies and Procedures manual dated June 15, 2017 contains updated, revised and new policies as identified below. These updates, revisions and new policies are hereby incorporated into and made a part of the Los Alamos Police Department Policies and Procedures manual. The signature of the Chief of Police on this page shall serve as the approval signature for all updates, revisions and new policies as well as those policies and procedures which have not changed from the previous version of the Los Alamos Police Department Policy and Procedures manual.

Approved by:

A handwritten signature in black ink, appearing to read "Dino Sgambellone". The signature is fluid and cursive, with the first name "Dino" being more prominent.

Dino Sgambellone
Chief of Police

Los Alamos County Police Department



Policies and Procedures Manual

FOREWORD

DATE: June 15, 2017

TO: All members of the Los Alamos County Police Department

FROM: Dino Sgambellone, Chief of Police

SUBJECT: Los Alamos County Police Department Policies and Procedures Manual

The Chief of Police is appointed by the County's Administrative Officer and is charged with administering the Los Alamos County Police Department pursuant to the County's Charter and the laws of the State of New Mexico. Therefore, the Chief of Police is empowered to issue Policies and Procedures, General Orders, Interim Orders, Special Orders, Personnel Orders, Directives, Manuals, Memoranda, and other official communications directing the members of the Department in the performance of their duties and responsibilities. Accordingly, the Chief of Police has issued this Policies and Procedures Manual and the attendant General Orders therein. Further, the Chief of Police reserves the right to establish, amend, revise or rescind them. (12.1.1)

This Manual, regardless if it is in written, electronic (disc) or other format, contains the General Orders and constitutes the policies and procedures for the Los Alamos County Police Department and is effective immediately. These General Orders are designed to provide guidance and direction to all employees and volunteers of the Department. No General Order shall be included or added to this Manual unless a signed original is on file in the Office of the Chief and the Administration Department. It is not possible to provide specific guidance for every eventuality and the individual member may have to determine his or her actions using their best professional judgment with the spirit of these General Orders to guide them. These General Orders, as well as any new General Orders, Interim Orders, Special Orders, Directives or other official communications approved by the Chief of Police, or other competent authority, shall remain in effect until rescinded or revised. All Policies and Procedures, General Orders and Directives issued prior to June 15, 2017, are hereby rescinded.

All members of the Police Department, employees and volunteers alike, are responsible for making themselves familiar with the contents of this Manual, as well as with all future orders and directives. Further, all members of the Department are required to comply with all orders issued by the Department. General Orders pertaining to one Department or Unit of the Department and that may have been assigned a General Order number consistent with a particular Department or Unit are applicable Department-wide. Therefore, all members of the Department need to be familiar with the entire Manual.

In the event of any conflict between the Los Alamos County Police Department Policies and Procedures Manual with County policy or State law, County policy and State law shall take precedence. Further, if any part or Section of this Manual is determined to be contrary to law, only that Section(s) shall be affected. The remainder of the Manual shall remain in full force and effect.

Approved by:



Dino Sgambellone
Chief of Police

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100 Mission, Vision, Code of Ethics and Core Beliefs			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:		1.1.1, 1.1.2	

I. PURPOSE

This chapter outlines the Oath of Office, Code of Ethics, Mission Statement, Vision Statement, and Core Beliefs as adopted by the Los Alamos Police Department.

II. Policy

It is the policy of the Los Alamos County Police Department to protect and defend the constitution of the United States and the State of New Mexico, abide by the rule of law, and to serve and protect the citizens of our community in a professional manner while adhering to our mission, vision, and core beliefs.

III. DEFINITIONS

OATH OF OFFICE (1.1.1)

A sworn oath required, at a minimum, by Article XX, Section 1 of the New Mexico State Constitution. The oath of office requires Police personnel to enforce the law and uphold the Constitution of the United States, the Constitution of the State of New Mexico and the ordinances of Los Alamos County

Upon becoming a sworn member of the Los Alamos Police Department and upon promotion, each person so appointed shall take and subsequently abide by the Oath of Office. (1.1.1)

Provide a copy of the completed Oath of Office to the employee, place a copy in the employee's Departmental personnel file, and provide a copy to Human Resources.

Arrange for new Officers to be cross commissioned with the Santa Fe County Sheriff's Office and place a copy of that oath in the Officer's personnel file.

OATH OF HONOR

A public affirmation of adhering to an Oath of Honor is a powerful vehicle demonstrating ethical standards. The Los Alamos Police Department accepts and promotes the following Oath of Honor upon becoming a member of the Los Alamos Police Department and upon promotion:

"On my honor, I will never betray my office, my integrity, my character or the public trust.

I will always have the courage to hold myself and others accountable for our actions.

I will always uphold the constitution, my community and the Department I serve."

CODE OF ETHICS

All personnel within the Los Alamos Police Department shall abide by the Mission, Core Beliefs, and Code of Ethics as adopted by the Department. Training to include the Code of Ethics will be held biennially. (1.1.2)

IACP Code of Ethics adopted by the Los Alamos Police Department: (1.1.2)

“As an employee of a Law Enforcement Division, my fundamental obligation is to serve the citizens of the community and to uphold the Mission and Core Values of my Division”.

Mission Statement:

The Mission of the Los Alamos County Police Department is to provide quality pro-active Law Enforcement services to our community that promote an atmosphere of safety and security for both our residents and visitors while protecting the rights and guarantees provided under the Constitution of the United States of America and the State of New Mexico.

The Core Beliefs of the Los Alamos Police Department are:

Professionalism- Professional service is embodied in our commitment to proficiency, competency, reliability, and excellence in all aspects of our conduct and performance. We reject complacency and are dedicated to continually pursuing the highest levels of knowledge, skill, and expertise. We value the diversity of people in our community and will service all with equal dedication, respect, fairness, and compassion. We believe in the selfless virtue of placing duty before self with the willingness to accept personal sacrifice for the greater good.

Integrity - We believe in conducting ourselves ethically and professionally, with the highest degree of honesty and accountability, and pledge to hold ourselves to the highest legal, moral, and ethical standards. We value our integrity and commit ourselves to strive for personal and professional excellence. We recognize that each of us represent our Department, the Law Enforcement profession, and the community of Los Alamos. We acknowledge and accept that our individual conduct, both on and off duty, must be beyond reproach. We will continually strive to uphold our proud tradition of integrity and freedom from corruption.

Accountability - We acknowledge that while we may have the authority to act, we are always accountable for those actions for which we are responsible; and that, unlike authority, responsibility can never be delegated or shifted to anyone else. All members of the Los Alamos Police Department will be completely accountable to themselves, each other, and the community and have the obligation and willingness to be held responsible for one's actions, behaviors, and attitudes. We proudly pledge to fulfill our mission by being accountable to our community, our Department, and to each other. We value commitment over compliance.

Respect - We can best serve the many and varied needs of our community by empowering our employees to fulfill their responsibilities with knowledge, authority, and appropriate discretion. We encourage our people to submit ideas; we listen to their suggestions, and we help them develop to their maximum potential. We believe in treating all people with respect and dignity. We show concern and empathy for the victims of crime and treat violators of the law with fairness and dignity.

Teamwork - Every member of the Los Alamos Police Department will exhibit the utmost cooperation to achieve efficiency, a high quality of customer service and an environment of trust within the Department and the community.

Communication - All employees will strive for transparent and efficient communications with all members of the Department and community.

Vision Statement:

For our community to be free from crime and the fear of crime.

[100. Mission, Vision, Code of Ethics and Core Beliefs](#)

IV. PROCEDURES

All members of the Los Alamos County Police Department shall conduct themselves in accordance with the Department's Mission, Vision, Core Beliefs, and ethics statement.

Approved by:



Dino Sgambellone
Chief of Police

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101 Job Classification, Duties, and Responsibilities			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	21.1.1, 21.2.1, 21.2.2		

I. PURPOSE

The purpose of this chapter of the Department's General Orders is to delineate the specific job classifications within the Department as well as the general tasks and responsibilities assigned to each. In addition, this Section of the General Orders outlines the requirements of the Department to maintain a job task analysis for each job classification.

II. POLICY

Uniformed job classification plan will be developed and maintained to ensure that each employee is selected, evaluated, and promoted on the basis of job performance.

II. PROCEDURES

A. Written Job Task Analysis (21.1.1)

1. The Los Alamos Police Department in conjunction with the County's Human Resources Department (HR) maintains a written job task analysis of every full time job in the Department, which includes:
 - a. The work behaviors (duties, responsibilities, and tasks); (21.1.1 (a))
 - b. The approximate frequency with which the work behavior is performed;(21.1.1 (b))
 - c. The criticality of the job-related skills, knowledge, abilities, and behaviors. (21.1.1 (c))
 - d. The job-related skills, knowledge, and abilities needed to perform the work behaviors effectively. (21.1.1 (d))
2. The job task analysis will be detailed in a written Job Description which will be maintained by the Human Resources Manager.
3. The Police Department, in coordination with the Human Resources Department, shall review and update the classification plan when significant changes in the classes occur through attrition, modification, deletion of responsibilities or otherwise.

B. Job Classification

1. The County will establish job classifications based on similarities in duties, responsibilities, and qualification requirements. (21.2.1 (a))
2. Job classifications will be either "sworn" or "non-sworn" positions. (21.2.1 (b))

3. Sworn positions will be classified according to rank, to include:
 - i. Chief
 - ii. Deputy Chief
 - iii. Commanders
 - iv. Sergeants
 - v. Corporals
 - vi. Police Officers
4. Non-sworn position will be classified according to title, to include:
 - i. Commander Emergency Management
 - ii. Office Manager
 - iii. Emergency Management Specialist
 - iv. Office/Senior Office Specialist (Office of the Chief)
 - v. Detention Administrator
 - vi. Detention Shift Supervisor (Sergeant)
 - vii. Detention Officer II (Corporal)
 - viii. Detention Officer I
 - ix. Animal Shelter Manager
 - x. Public Service Aide Supervisor
 - xi. Public Service Aide II
 - xii. Public Service Aide I
 - xiii. CDC Manager
 - xiv. CDC Shift Supervisor
 - xv. Dispatcher II
 - xvi. Dispatcher I
 - xvii. Records Specialist
 - xviii. Evidence Technician
 - xix. Volunteer/Auxiliary Member
5. Positions (sworn and non-sworn) will be grouped into classifications, to include pay grades, based on comparisons, studies, and/or analysis of the relationship of jobs within the Department. (21.2.1 (c))
 - i. Classifications and pay ranges will be accessible to employees on the Human Resources Intranet page, which may be revised annually by the County.
6. Job reclassifications and modification to pay ranges may occur based on changes in duties, responsibilities, and/or based on the finding of Police Department or County conducted comparisons, studies, or analyses. (21.2.1 (d))
 - i. Employees may propose changes to classification or pay, by providing written justification to the Chief of Police, through the Chain of Command, for consideration of review with the Human Resources Manager.

C. Job Descriptions (21.2.2)

1. Current job descriptions for all positions will be maintained on the HR Intranet page by the County for employee access.
2. Employees will be provided with a copy of the job description for their assigned position upon hiring.

3. Employees will be accountable to meet and/or maintain the required qualifications contained in the job description for their position.
4. Supervisors should be aware of the job descriptions of employees under their command.
5. Job descriptions will be updated as necessary to meet changing needs or based on a job task study or analysis conducted by the HR Department.
 - i. The Department will coordinate any revisions to job descriptions with HR and ensure that only one job description exists for a given position or rank.

Approved by:



Dino Sgambellone
Chief of Police

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102 Compensation, Benefits, and Conditions of Work			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	22.1.1, 22.2.1, 22.2.2, 22.3.1, 22.3.2, 22.3.3, 33.8.4		

I. PURPOSE

The purpose of this General Order is to define the responsibilities and authority for the Chief of Police and the County's Administration with respect to compensation, benefits, and conditions of work for members of the Police Department. This Section also provides a guideline for those issues related to compensation, benefits and conditions of work that are governed by collective bargaining.

II. POLICY

It will be the policy of the Department that all employees receive fair compensation, equitable benefits, and a safe and secure work environment.

III. PROCEDURES

A. Department Salary Program (22.1.1)

1. The **entry-level salary for all personnel** employed by the County shall be determined by either the Los Alamos County Personnel Ordinances or agreement(s) entered into between the County of Los Alamos and the bargaining units, based on the County's compensation plan. (22.1.1 (a))
2. **Salary differential within the sworn ranks** of the bargaining unit shall be determined by agreements entered into between the County of Los Alamos and the members of the bargaining unit. (22.1.1 (b))
 - i. Salary differential between ranks for employees who are not bargaining unit members shall be determined on a case-by-case basis through merit increases based upon performance and upon the County's compensation plan. (22.1.1 (c))
3. **Salary levels for those with special skills** shall be by agreement(s) entered into between Los Alamos County and the bargaining unit(s) and shall be subject to negotiation.
 - i. Salary levels for members of the Department who have special skills and who are not bargaining unit members shall be determined on a case-by-case basis by mutual agreement between the employee and the County's Human Resources Department and based upon the County's compensation plan. (22.1.1 (d))
4. **Compensatory time** policy for employees who are members of a bargaining unit shall be governed by agreement of the bargaining units with the Los Alamos County and in accordance with provisions of the Fair Labor Standards Act (FLSA).
 - i. Compensatory time policy for employees who are not bargaining unit members shall be governed by the Los Alamos County's compensation plan and in accordance with provisions of the FLSA. (22.1.1 (e))
5. **Overtime** policy for employees who are members of a bargaining unit shall be governed by agreements of the bargaining units with the County of Los Alamos and the FLSA.
 - i. Overtime policy for employees who are not bargaining unit members shall be governed by the County of Los Alamos compensation plan and in accordance with provisions of the FLSA. (22.1.1 (f))

6. The County of Los Alamos maintains personnel rules and collective bargaining agreements which may include provisions for various types of salary augmentation to include premium pay, merit pay, differential pay, or a temporary increase because of a temporary assignment
 - i. The agreements shall include the type(s) of salary augmentation, the amount in each case, and the period of time during which augmentation would be given. (22.1.1 (g))

B. Department Leave Programs (22.2.1)

1. **Administrative leave** may be granted for an employee under conditions set forth in the Los Alamos County Personnel Rules and Regulations, Department General Orders and as provided by contractual agreement(s). While the general language of the leave provision is included in this General Order, the specific terms and conditions of each type of leave are prescribed in the above listed documents. (22.2.1 (a))
2. **Holiday Time:** The following holidays, and other days as designated by the County Council, are observed by the County and shall be granted to regular or limited-term employees with pay, unless such employees are required to be on scheduled duty (22.2.1 (b)):
 - i. The following are designated paid holidays:
 - a. New Year's Day
 - b. Martin Luther King Day (3rd Monday in January)
 - c. Presidents' Day (3rd Monday in February)
 - d. Memorial Day (last Monday in May)
 - e. Independence Day
 - f. Labor Day
 - g. Columbus Day (2nd Monday in October, 8 hours in lieu)
 - h. Veterans' Day (November 11th)
 - i. Thanksgiving Day
 - j. Day after Thanksgiving
 - k. Christmas Day
3. **Sick Leave:** All employees serving in full-time permanent positions shall be entitled to sick leave with pay based upon the rate provided in the Policy & Procedures Manual of the Los Alamos County and/or within specific employee union bargaining agreements, governing sick leave usage. (22.2.1 (c))
4. **Annual Leave:** It is the policy of the County to promote employee efficiency, health, and morale through periodic rest from duties by means of paid annual leave in accordance with the Policy & Procedures Manual of the Los Alamos County and/or within specific employee union bargaining agreements. (22.2.1 (d))
5. **Family and Medical Leave Act (FMLA):** Employees are eligible for FMLA leave in accordance with the Policy & Procedures Manual of the Los Alamos County, within specific employee union bargaining agreements, and applicable law. (22.2.1 (e))
6. **Military Leave:** Employees are eligible for Military leave in accordance with the Policy & Procedures Manual of the Los Alamos County, within specific employee union bargaining agreements, and applicable law. (22.2.1 (f))

C. Personnel Programs (22.2.2)

1. **Retirement Program:** The Department's retirement program is managed by Public Employee's Retirement Association (PERA).

- i. Information concerning the benefits and general policies of each Pension Fund are available via the Internet web page of the respective Pension Fund.
 - ii. Public Employee's Retirement Association and Police have final authority over matters concerning retirement. The retirement fund is not managed by the Los Alamos County.
 - iii. Employees who resign from employment, are terminated by the County, retire, die, or are laid off shall be paid all unused but accrued vacation to which they are entitled at the rate of pay in effect at the time of separation. (22.2.2 (a))
2. **Health Insurance:** The County shall make available group medical, prescription drug, dental, and vision benefits to all employees who meet the eligibility requirements of the plan. Said benefits being outlined in applicable Bargaining Unit agreements and the Los Alamos County Personnel Rules and Regulations.
- i. The Human Resources Director will keep current copies of the health plan on file, will make copies available to employees, and will assure that employees are notified of any additions, deletions, or modifications to the health plan. (22.2.2 (b))
3. **Disability and Death Benefits:** The Department's disability and death benefits are provided through Unum Life Insurance Company of America (referred to as Unum) and will provide benefits under the contract with the Incorporated County of Los Alamos. Employees also have the option of supplemental life insurance through the Dearborn National Partnership.
- i. In the case of a death in the line of duty, the Department shall ensure that application is made on behalf of the deceased for federal and state benefits, as well as those guaranteed by the Pension Fund and life insurance carried by the County for the employee. (22.2.2 (c))
4. **Liability Protection:** The County provides New Mexico Self-Insurers' Fund liability insurance with maximum limits. Limits vary depending on type of occurrence. These limits are subject to the limits and exclusions contained in the applicable insurance policy. The County has the option to self-insure if liability insurance becomes unavailable. (22.2.2 (e))
5. **Educational Benefits:** Employees serving in sworn and non-sworn permanent positions for a minimum of one year, shall be eligible to participate in the County's Tuition Assistance Reimbursement Program (TARP). Under this program, each employee shall be eligible for reimbursement for fees and required textbooks, and courses of instruction voluntarily undertaken in an amount stipulated by Policy & Procedures Manual of Los Alamos County or Los Alamos County Personnel Ordinances. (33.8.4 (c)) (22.2.2 (e))

D. Conditions of Work:

1. Physical Examinations (22.3.1)

- i. Sworn employees are provided with a physical examination during the selection process. The County of Los Alamos will select a physician to administer this examination at no cost to the employee.
- ii. The Department does not provide annual physical examinations for employees. However, personnel are encouraged to have periodic physical examinations and the County's health insurance coverage provides for annual physical examinations at low cost to the employee.
- iii. If the Department deems it necessary for an employee to undergo a physical examination to determine fitness for duty or for any other purpose, a County selected physician will administer the examination at no cost to the employee.

2. Health and Physical Fitness (22.3.2)

- i. Employees are required to maintain a level of general health and fitness so that work can be performed efficiently, safely, and without the excessive use of sick leave.
- ii. The criteria for general health and fitness to be attained by sworn employees as a prerequisite to employment with this Department shall be the health and fitness standards set forth by the New Mexico Public Safety Department as well as the successful completion of the Department-required medical physical.
- iii. Newly-hired, sworn employees who are not required to attend a Police academy will only be subject to the Department required medical physical.
- iv. A fitness room is available 24 hours a day for the use of all Department employees. Anyone using the room must receive basic training on the machines from one of the Department's Certified Physical Fitness Advisors. New employees shall be introduced to the facility during their orientation.
- v. Supervisors should monitor the general health and well-being of the employees they supervise on a daily basis and during their formal inspection process once per cycle to ensure they are able to perform tasks outlined in their job descriptions. Supervisors should encourage and recognize individual fitness efforts.

3. Fitness and Wellness Program (22.3.3)

- i. The Department maintains a voluntary fitness and wellness program for all employees designed to motivate individuals to practice better health and to become more physically fit. (22.3.3 (a))
- ii. In support of overall physical wellness, the Los Alamos Police Department offers and encourages employees to use the Department's facilities and programs aimed at improvement in nutrition habits and the maintenance of physical strength and flexibility. Employees have access to, without cost, cardiovascular and strength building fitness equipment through the Department's Physical Fitness Room. The Department will appoint a trained Fitness Coordinator(s) who will manage the fitness and wellness training. The Fitness Coordinator will be trained in the aspects of physical well-being as it pertains to the fitness and wellness of all employees. (22.3.3 (b))
- iii. The Fitness Coordinator(s) will provide, as requested, individual health screenings and fitness assessments to such as height, weight and body fat standards along with exercise guidance, nutritional guidance, individualized educational information, goal setting, ongoing support and evaluation to achieve personalized improvement goals. Additionally, the Department may offer individual health screening and fitness assessments. (22.3.3 (c)(d)(e))

4. Consecutive Hours Worked

- i. Employees shall not work more than 16 consecutive hours without Supervisory approval.

E. Modified Duty/ Return to Work

1. The Department adheres to the Modified Duty/Return to work (MD/RTW) County policy regarding light duty and transitional duty, including the approval process.
 - i. If approved, the Chief of Police or designee will determine the employee's working days and working hours while assigned to a MD/RTW assignment.

- ii. Those employees assigned to a MD/RTW assignment will generally not be allowed to attend any outside approved training. Employees assigned to a MD/RTW assignment may be required to attend internal or in-service agency training as long as it conforms to the requirements and specifications related to the assignment.
 - iii. Those employees assigned to a MD/RTW assignment are generally prohibited from working overtime or special-duty assignments.
 - iv. The use of a take home vehicle while on MD/RTW duty shall be suspended for the duration of the injury, illness, or other condition(s).
 - v. While on approved MD/RTW duty, the employee shall conform to the Administrative dress code contained within the Uniform Manual.
 - vi. While on approved MD/RTW duty, employees will not carry firearms.
2. If the employee is not approved for modified duty, the employee will be required to use other approved forms of leave for the duration of their illness, injury, or condition.

Approved by:



Dino Sgambellone
Chief of Police

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103 Organizational Structure			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	11.1.1, 11.2.1, 11.2.2, 11.3.1, 11.3.2, 12.1.2, 12.1.3, 12.1.4, 15.1.1, 15.1.2, 15.1.3, 16.1.1, 16.1.2		

I. PURPOSE (11.1.1)

The Los Alamos County Police Department will provide a formal organizational structure with clearly defined components so that the Chain of Command and functional Bureaus are clearly understood by all personnel. It is necessary that all personnel be sufficiently familiar with the structure, functions, activities and services associated with the operation of the Police Department in order to assist citizens of, and visitors to, Los Alamos County by ensuring inquiries or problems are referred to the proper organizational component. The organizational structure of the Los Alamos County Police Department is designed by function and depicted on organizational charts and is available to all personnel on the N: Drive. Further, this General Order is created to delineate the functional responsibilities of components within the Department.

II. POLICY

- A. Organizational descriptions and organizational charts will provide all Los Alamos County Police Department personnel and other interested parties with a functional representation of each structural component.
 1. Since staffing patterns can change without modification to the organizational structure, the charts will not reflect the number or names of individuals assigned to each component. The Organizational Chart will be updated as deemed necessary by the Chief of Police.
- B. The Department has a position management system that provides the following information:
 1. Identifies the number and type of each position authorized in the Department's budget. (16.1.1 (a))
 2. Specifies the location of each authorized position within the Department's organizational structure. (16.1.1 (b))
 3. Provides position status information, filled or vacant, for each authorized position in the Department. (16.1.1 (c))

III. DEFINITIONS

The following structural components and organizational terminology will be used by all personnel within the Police Department. The Police Department is organized into the Office of the Chief of Police, the Support Bureau through the Office of the Deputy Chief, Operations Bureau, Staff Services Bureau, and Emergency Management Bureau.

Office of the Chief of Police

The **Office of the Chief of Police** is comprised of the Chief of Police and his or her administrative assistant(s) who are responsible for administration, personnel, and budgeting. The Chief of Police is responsible for directing all functions, operations, and activities of the Department. The Deputy Chief of Police and the Chief's administrative assistant(s) report to the Chief of Police. The

Professional Standards Sergeant reports directly to the Chief of Police for internal investigations, otherwise the Professional Standards Sergeant reports to the Staff Services Commander.

Deputy Chief of Police

The **Office of the Deputy Chief of Police** is the second organizational component within the Police Department and is comprised of the Deputy Chief who is responsible for support and operational functions including the Operations Bureau, Emergency Management Bureau, Staff Services Bureau, Animal Control, and Detention. The Deputy Chief performs Crime Analysis functions. The Deputy Chief of Police acts as the Department liaison to other County Departments. The Deputy Chief of Police assumes the duties of the Chief of Police in his or her absence.

Bureau Commander

A Bureau is the third subordinate organizational component within the Police Department. A Bureau is a component, managed by a Commander or higher, performing a specific Law Enforcement function or administrative service on a Department-wide basis.

The **Staff Services Bureau Commander** is responsible for Accreditation, Training, Staff Inspection, Policy Development, Grant Coordination, Evidence, the Community Liaison Unit, Records, and acts as the liaison to Los Alamos National Laboratory/Department of Energy.

The **Operations Bureau Commander** is responsible for Patrol, Investigations, Community/Court Relations, Field Training, and Reserves.

The **Emergency Management Commander** is responsible for Planning, Emergency Management Grants, Centralized Dispatch, and Radio Operations.

Section

A Section is the fourth subordinate organizational component within the Police Department. A Section is a Bureau component managed by a Section Supervisor that performs a specific Law Enforcement function or administrative service i.e. Records, Dispatch.

Shift/Watch

A Shift or Watch is the principle subordinate organizational component within the Department and is under the control of a single Supervisor. The Shift/Watch Commander is the designated sworn officer in charge of the on duty Patrol Shift.

Team

A Team is a group of Department personnel whose primary assignments are in functional areas and who are assembled for a special purpose as needed. Team Supervisors report to a commanding Officer or manager as designated by the Chief of Police for control purposes i.e. Bomb Team.

Unit

A Unit is comprised of an operational or administrative service that is an indivisible entity representing one part of a whole i.e. K-9 Unit.

Special Assignment

Special assignments are duties outside of an employee's regular duty, i.e. FTO, Instructor, Honor Guard, Fleet, etc. Specialized Units are special assignments that require enhanced training and readiness, i.e. Bomb Team, K-9, etc.

Command Staff

Command Staff is comprised of the Chief of Police, Deputy Chief, Commanders, and Section Supervisors of Detention, Dispatch, and Records.

Senior Staff

Senior Staff is comprised of the Chief of Police, Deputy Chief, and sworn Commanders.

IV. COMMAND STRUCTURE

The normal everyday operations order of rank for the Los Alamos County Police Department is as follows. After the Chief of Police, the line of succession is by rank and seniority in rank. (12.1.2 (d))

A. Sworn Rank Structure

Chief of Police
Deputy Chief of Police
Commander
Sergeant
Corporal
Police Officer
Reserve Officer

Non-Sworn (See below Sections of this GO to identify Supervisory relationships)

Commander Emergency Management
Office Manager
Emergency Management Specialist
Office/Senior Office Specialist (Office of the Chief)
Detention Administrator
Detention Shift Supervisor (Sergeant)
Detention Officer II (Corporal)
Detention Officer I
Animal Shelter Manager
Public Service Aide Supervisor
Public Service Aide II
Public Service Aide I
CDC Manager
CDC Shift Supervisor
Dispatcher II
Dispatcher I
Records Specialist
Evidence Technician
Volunteer/Auxiliary Member

- A. **Acting Chief:** The Chief of Police may designate a subordinate Officer as Acting Chief of Police to perform the duties of the Chief of Police in his or her temporary absence from the Police Department or during his or her disability. A memorandum may be used for notification of the appointment of Acting Chief. If such designation has not been made and the Chief of Police is absent from the Police Department or unable to perform his or her duties or to make such designation, the County Manager or his or her designee shall make such designation. (12.1.2 (a))

- B. **Precedence of rank (exceptional situations):** The precedence of rank and command shall apply to exceptional situations, in descending order in the Los Alamos Police Department: Chief of Police, Deputy Chief, Commander, Sergeant, Corporal, Patrol Officer, or non-sworn personnel. (12.1.2 (b))
- C. **Precedence of rank (multiple functions):** The precedence of rank and command shall apply to situations involving personnel of various functions engaged in the same operation. If two or more Officers of the same rank are present, the senior Officer from the component that will ultimately take charge of the scene or the Investigations Unit will assume command. Depending upon the size and scope of a particular critical incident, the initial Incident Commander may pass off incident command to a higher authority, through proper transfer of command, who has more experience, training, knowledge and/or expertise. However, the Incident Commander does not have to be the highest ranking Officer on scene and can function as the Incident Commander unless properly relieved. (12.1.2 (c))
- D. **Precedence of rank (normal operations):** The precedence of rank and command shall apply to situations involving day-to-day operations. Members will act under the command of the most senior Officer present, unless otherwise directed by a higher-ranking Officer or supervising Officer. (12.1.2 (d))
- E. A non-sworn Supervisor will not exercise command of sworn personnel but a sworn Supervisor may exercise command of non-sworn personnel in the absence of their Supervisor. The Watch Commander acts with the operational authority of the Office of the Chief of Police in the absence of Senior Staff, to include oversight and direction of non-sworn positions, when needed. Non-sworn personnel will normally report to and work under the guidance of their assigned Supervisor.

V. ORGANIZATION

Office of the Chief of Police

The Office of the Chief of Police provides various specialized managerial and executive services and is composed of a:

A. Chief of Police

1. The **Chief of Police** is the Chief Law Enforcement Officer for Los Alamos County, New Mexico and will fulfill all of the responsibilities encompassed within the job description for Chief of Police. The Chief of Police coordinates and directs all functions of the Los Alamos County Police Department. The duties and responsibilities of the Chief of Police are delineated by the New Mexico Constitution, New Mexico Statutes, and the Los Alamos County Charter. May serve as the Crisis Management Commander.

B. Deputy Chief of Police

1. The Deputy Chief of Police will fulfill all of the responsibilities encompassed with the job description as well as specific duties assigned by the Chief of Police. The Deputy Chief acts as Chief of Police as assigned. The Deputy Chief of Police acts as liaison to other County Departments, and outside entities on behalf of the Chief of Police, oversees the supervision of personnel, which includes work allocation, training and problem resolution. Plans, administers, manages and directs Police Department operations and personnel including the direct supervision of all Commanders. In addition to the listed direct reports, the following Section components are the responsibility of the Deputy Chief of Police. In some cases, the Section function may be provided by another County entity but will be coordinated under this specified Department. May serve as the Crisis Management Commander.

2. Detention Center – The Detention Center Section is supervised by a Detention Administrator who reports directly to the Deputy Chief of Police and is responsible for the intake, processing, classification, confinement, and care of individuals lawfully arrested, charged and placed in his or her care. The Detention Administrator oversees the medical and food service contracts, arranges transportation of prisoners and all associated functions related to the management and operation of the Detention Center. All Detention Officers will fulfill all of the responsibilities encompassed within the job description for their respective rank.
3. Crime Analysis - This function will be assigned by the Chief of Police to an employee who is responsible for the capturing, recording, analysis and dissemination of crime and Department related data to the Chief of Police, Command Staff and other operational components of the Department. This assignment produces analytical reports reflecting crime and accident trends as well as activity levels to affected commands as dictated by managerial needs.
4. Animal Control - The Animal Control Section reports to the Deputy Chief of Police. The Animal Control Officers or Public Service Aides, are responsible for the enforcement of County Ordinances regulating the ownership and control of domesticated animals, and other animal related duties. The Shelter Manager is responsible for the management of the Animal Shelter and the care of all animals under the Section's control. All personnel within Animal Control will fulfill all of the responsibilities encompassed within the job description for each respective position.

C. Bureau Commander Operations

1. The Operations Commander is a command level Officer who reports to the Deputy Chief of Police and will fulfill all of the responsibilities encompassed within the job description for Police Commander. In addition to specifically assigned duties, he or she may perform all functions of command and supervision of the Department in the absence of the Chief of Police, and Deputy Chief of Police. During normal day-to-day operations, Officers will follow their respective chain of command. The Commander has the responsibility for supervising the daily patrol and investigations operations and may serve as the Crisis Management Commander.
2. Police Patrol - Sergeants and Officers are assigned to the patrol function to respond to, and proactively address the law enforcement concerns of Los Alamos County. All sworn Officers will fulfill all of the responsibilities encompassed within the job description for their respective rank. The Los Alamos County Police Department will operate under the Community Policing and Problem Solving Model and will focus policing efforts on reducing the occurrence of crime and social disorders that contribute to criminal activity. The Patrol function includes follow-up investigation of crimes to the level that can be competently accomplished within the resources available. The Patrol Sergeant is responsible for the supervision of Officers assigned to his or her Shift and the timely completion of all incidents, criminal and accident reports as well as all other duties assigned.
3. Criminal Investigations - The Investigations Unit is supervised by a Sergeant who oversees and manages the investigation of all major cases, special investigations (e.g., Vice and Narcotics) and crime scene processing.
4. Shift/Watch Commander – The Shift/Watch Commander acts with the operational authority of the Office of the Chief of Police in the absence of Senior Staff, to include oversight and direction of non-sworn positions, when needed. Non-sworn personnel will normally report to and work under the guidance of their assigned Supervisor. The Watch Commander is responsible for all operational and personnel issues throughout the Department during their tour of duty. Watch Commanders will ensure that all policies, procedures and operational objectives are carried out and that appropriate Command Staff notifications are carried out as outlined in General Order 211. The Watch Commander will work through the appropriate

Department Supervisors to carry out these duties; however, it should be clear that the Watch Commander operates with the authority of the Chief of Police in the absence of Senior Staff.

5. **Crime Prevention** – The Operations Commander will coordinate crime prevention efforts for the Department and assign activities to Officers or Detectives as appropriate. Crime Prevention activities include public education programs and other activities that target crime based on type and geographical area as indicated by Crime Analysis. Assigned Officers will also assist in organizing crime prevention groups in residential and business areas and maintain liaison with those and other interested community groups. The Operations Commander may also require the assigned Officer to evaluate the effectiveness of any programs they are assigned.

D. Bureau Commander Staff Services

1. The Staff Services Commander is a command level Officer who reports directly to the Deputy Chief. In addition to specifically assigned duties, he or she shall perform all functions of command and supervision of the Department in the absence of the Chief of Police and Deputy Chief, as assigned. The Staff Services Commander will fulfill each responsibility encompassed within the job description for Police Commander as well as specific duties assigned by the Deputy Chief. In addition to the listed direct reports, the following Unit components are the responsibility of the Staff Services Commander. In some cases, the Unit function may be provided by another County entity but will be coordinated under this specified Department. May serve as the Crisis Management Commander.
2. **Fleet Maintenance** - is responsible for coordinating the maintenance, repair, and safety of all vehicles and associated equipment assigned to and utilized by the Department. This includes responsibility for the continued operational readiness of all Department vehicles and equipment.
3. **Public Information** – The Staff Services Commander is the primary point of contact between the Los Alamos County Police Department and members of the news media.
4. **Professional Standards** - The Office of Professional Standards reports directly to the Chief of Police for all Internal Affairs functions assigned and to the Staff Services Commander for all Accreditation functions within the Department. Based on the nature of the complaint and the individual(s) involved, the Chief of Police may assign complaints to any Supervisor within the Department. The Office of Professional Standards is responsible to evaluate policy and procedure against established criteria, and have compliance with that criteria verified by an independent and authoritative body. The criteria, or standards, are policy development guidelines that represent a level of quality service delivery.
5. **Community Liaison Unit** – The Community Liaison Unit include the School Resource Officers (SRO) and Juvenile Officers. Officers within this Unit will oversee community groups, programs, and concerns. Officers assigned as School Resource Officers will be assigned to Los Alamos County Schools as funds and positions become available. Officers assigned to these positions will provide Law Enforcement services to the school system and will be available for other duties when school is not in session. When assigned to the schools, the SRO's will report to the Community Liaison Sergeant. The SRO's may report to other Supervisors depending upon particular assignments.
6. **Policy Development** - This responsibility entails the development of Policies and Procedures for the Los Alamos County Police Department. Included in this area of responsibility is maintaining Department Manuals and all Departmental Orders (e.g., General Orders, Special Orders, Interim Orders, Personnel Orders, etc.).

7. **Staff Inspections** - This duty entails the assignment of Departmental Supervisors to conduct inspections of all Department components, on an annual basis. The Staff Services Commander Department will coordinate all Staff Inspections in accordance with the provisions of General Order 604: Staff Inspections, and in compliance with the directions of the Chief of Police.
8. **Property Control** - is responsible for the receiving, storage and dissemination of all Department owned property that is directly related to the primary enforcement operations of the Department. Duties include: procurement; distribution; and audits of equipment such as firearms, ballistic vests, radios, pagers, cell phones, uniforms, etc. This position may report through a sworn Sergeant to the Staff Services Commander at his or her discretion.
9. **Bomb Team** - A Team of specially trained Officers that render safe and remove suspected explosive or other dangerous or destructive devices that cannot be handled by other personnel. The Officers assigned to this Team perform this function in addition to their regularly assigned duties and report to the Staff Services Commander.
10. **LANL Liaison Officer**- This function will be assigned by the Chief of Police to a sworn Officer who is responsible for calls for service on LANL property as well as overall inter-Department collaboration and cooperation. This position may be utilized to support patrol and investigative functions at the direction of the Staff Services Commander. This position may report through a sworn Sergeant to the Staff Services Commander at his or her discretion.
11. **All specialized assignments** report directly to the Staff Services Commander for administrative and operational guidance, unless otherwise directed. These special assignments may include Armorers, special assignments related to certification, Crash Reconstruction, Defensive Tactics, EVOC, Field Training, Firearms, Honor/Color Guard, Crisis Negotiator, Tactical Team, K-9 Unit, Terrorism Liaison, and Department Instructors.
12. **Training** - This area of responsibility entails the development of the Department's training program and the certification of all employees in areas requiring special licenses or certifications. This area will also endeavor to assist Departmental personnel in attending training conducive to their assigned or aspired assignments. The Staff Services Commander will assist other Supervisors in the continuing development of personnel, training programs and providing training opportunities. Due to the technical and specialized areas of training involved, the Staff Services Commander may assign certain training functions to qualified instructors from either inside or outside of the Department. The Staff Services Commander will create and maintain a Training File of courses available, individuals' attendance at training, copies of all training received, licenses, certifications and other pertinent documentation. An electronic Master File of training received by all personnel will be maintained by the Staff Services Commander, or designee. Some Sections may assign personnel to oversee training needs within the Section; however, the Staff Services Commanders maintains Departmental oversight of all training functions.
13. **Evidence control** - This position is responsible for control of all evidence and property seized or turned in to the Police Department. This includes such activities as securing evidence, providing for any necessary lab testing, and the return of evidence and property under the Department's control to the rightful owner or to be disposed of as may be directed by a Court of law. The evidence technician may be assigned other duties as outlined in the job description to include crime scene processing.
14. **Records Section** - This Section is supervised by an Office Manager and is responsible for the collection, collation, approval, filing and safekeeping of all Police reports (e.g., incident, crime, accident, citations, etc.) as well as all other documents required by law or ordinance. This Section is also responsible for handling all subpoenas, warrants, requests under the Inspection of Public Records Act (IPRA), providing criminal records checks, and other duties as

assigned. The Records Section also prepares reports both internally and externally for purposes of research, mandated crime reporting to the FBI for the Uniform Crime Report and other reports as directed. The Office Manager, in addition to supervising the Records Section staff, will be responsible for management of the Department's automated and paper records (including the archives at the County warehouse), producing budget printouts as requested, Department payroll and timesheets, website maintenance and development, ensuring quality service to internal and external customers, providing support to the Office of the Chief of Police and other duties as assigned by the Staff Services Commander. All personnel within Records will fulfill all of the responsibilities encompassed within the job description for each respective position.

E. Bureau Commander Emergency Management

1. The position of Emergency Management Commander is a non-sworn position within the Police Department who is responsible for the development and implementation of a comprehensive Emergency Management (EM) program for Los Alamos County and Consolidated Dispatch (CDC) operations. This management position administers and manages the EM program and activities and develops emergency preparedness capabilities, plans, and procedures. The Emergency Management Commander is responsible for preparing and facilitating all training and preparation development as it pertains to the County's Emergency Operations Plan. The Emergency Management Commander supports the Office of the Chief by providing proactive emergency planning and training in support of Emergency Management. The Emergency Management Commander shall have Department level authority at the direction of a Senior Staff member.
2. Reporting directly to the Emergency Management Coordinator is an Emergency Management Specialist who will assist the Emergency Management Commander with various staff support functions.
3. The Emergency Management Commander will fulfill all of the responsibilities encompassed within the job description for the Emergency Management Commander as well as any specific assignments delegated to him or her by the Deputy Chief. In some cases, the functions may be provided by another County entity but will be coordinated under this Bureau.
4. Consolidated Dispatch Center (CDC) - The direct supervision of the CDC is provided for by four Dispatch Shift Supervisors who report directly to the CDC Manager who is responsible for the overall management of the CDC. The CDC is responsible for dispatching Police, Fire and emergency medical personnel to incidents requiring emergency assistance as well as routine calls for service and assistance from the community. This Section is also responsible for compliance with all the Rules and Regulations concerning the National Crime Information Center (NCIC), radio communications, telephone communications, teletype and automated data communications, alarm monitoring, and all other duties, responsibilities and tasks assigned to the CDC. All Dispatch personnel will fulfill all of the responsibilities encompassed within the job description for their respective position.

VI. SPAN OF CONTROL

1. Each Bureau and Section is commanded by one designated Supervisor. (11.2.2)
 - i. Personnel or employees assigned within a Bureau or Section are accountable to only one designated Supervisor at any given time. (11.2.1)
 - ii. The span of control of civilian Supervisors is limited to civilian employees in that particular Department.

2. Civilian employees are accountable to only one designated Supervisor at any given time. (11.2.1)
3. Supervisory personnel are responsible for the performance of employees under their immediate control.
4. The effective span of control of each Section Supervisor normally should not exceed 6 (six) assigned employees except under unusual, temporary, or emergency conditions.
5. Responsibilities are delegated whenever necessary, to the lowest echelon possible for satisfactory execution.
 - i. Personnel exercise such authority as is commensurate with delegated authority.
 - ii. Personnel are responsible for the authority that is exercised and fully accountable for its use.
6. In any situation where personnel from two or more organizational Sections or Units are involved and the chain of command for that incident is not covered in other policies or procedures, the highest ranking or senior Officer in grade is in command. An incident Commander is not relieved of command solely by the presence of a superior Officer. Such relief of command must be clearly communicated to all present.
7. All personnel shall promptly obey any lawful order of a superior. In the event the superior Officer is unable to communicate directly, any employee of the same or lesser rank may convey the order. (12.1.3)
 - i. Orders conflicting with previous commands or with provisions of written directives are called to the attention of the Supervisor. If there is no retraction or alteration, the order stands as given.
 - ii. Personnel who are given orders which they feel to be contrary to written directives of the Department should obey the order to the best of their ability. Personnel receiving an unlawful or improper order shall promptly report such to the Chief of Police through the chain of command. Appeals for relief from such orders may be made at this time.
 - iii. Command or Supervisory Officers shall not knowingly give any order which is in violation of law, ordinances, or written directives.
8. Officers of the Los Alamos Police Department will often be involved in multi-Department operations. During these types of operations, Officers will follow Department policies and answer to the designated Department Supervisor. In instances where Officers are assigned to an outside Department for assistance, Officers will answer to the event Supervisor. Los Alamos Police Officers will follow LAPD policy at all times. Multi-Department operations should incorporate the Incident Command System if deemed necessary.

VII. STAFF MEETINGS (12.1.4)

1. While the Department is comprised of separate Bureaus and Sections, each level must allow for communication, coordination and cooperation among all functions. To facilitate this end, and to encourage and support the exchange of information between specialized functions, periodic staff meetings are held.
2. The Chief of Police calls a weekly (or as needed) Command Staff meeting. These meetings may be more frequent and personnel attending may be restricted according to the subject the matter being discussed.

3. Staff or ABLE meetings, which are mandatory for designated Supervisors or designee, are held monthly. Additional meetings may be more frequent and personnel attending may be restricted according to the subject matter being discussed.

VIII. SUPERVISORY AUTHORITY

A. First Line Supervisory Authority (11.3.1 (a))

1. Sergeants and Shift Supervisors are the first line Supervisory authority in the Department and are responsible for, and have authority in, directing and monitoring the performance and conduct of subordinates, which includes, but is not limited to, the following: (11.3.1 (a))
 - i. Assure adherence to Department directives, policies, and procedures;
 - ii. Counseling and coaching of subordinates in an effort to maintain the efficiency of the Department;
 - iii. Reception of complaints concerning the actions of personnel, and the handling of complaints as assigned;
 - iv. Invoking the disciplinary process, and issuing discipline as assigned;
 - v. The overall direction and control of their respective shifts or units. They are responsible for seeing that subordinate Officers carry out directives in guiding personnel toward the accomplishment of Department goals.

B. Command Officers Responsibility

1. Command level offices are responsible for the overall direction and control of their respective Bureaus. They are responsible for seeing that subordinate Supervisors carry out directives in guiding personnel toward the accomplishment of Department goals.

C. Responsibility and Commensurate Authority

1. Each member of the Department will assume the authority to carry out any and all duties and responsibilities that are delineated in these orders by personnel policy, by Charter, and/or by any law or ordinance governing any particular member's conduct. (11.3.1 (a))
2. Each member shall be accountable for their use of delegated authority. (11.3.1 (b))

IX. PLANNING AND RESEARCH (15.1.1)

A. Planning Activities:

1. It is the philosophy of this Department that each member has an interest and responsibility to participate in the planning process. Members will be advised when planning sessions are scheduled and are encouraged to submit suggestions.
2. The role of the planning and research function will be to assist the Chief of Police and staff in providing Department-wide planning and direction, and evaluation of the achievement of goals and objectives.
3. Any reports generated from planning and research will be disseminated to the affected personnel.
4. Planning and Research functions will assist the Chief of Police in the development of a Strategic Plan.

5. Data compiled and reported through the Crime Analysis Reporting (GO 204) will be used in the planning and research function.

B. Responsibility for Planning and Research: (15.1.2)

1. The Chief of Police or his or her designee(s) shall be primarily responsible for the planning and research function and shall have access to any and all necessary information resources within the Department. Planning and research activities are conducted at the direction and with the full authority of the Chief of Police.

C. Multi-year Plan

1. The planning process and its end product are essential to effective Department management. The Department should have a clear written articulation of goals and objectives and a plan for achieving them. The plan should cover successive years beyond the current budget year and contain provisions for frequent updating.
2. The Department maintains a current multi-year plan that includes the following:
 - i. **Long term goals** and operational objectives for the Department. (15.1.3 (a))
 - ii. **Anticipated workload** and population trends.(15.1.3 (b))
 - iii. Anticipated **personnel levels**.(15.1.3 (c))
 - iv. Anticipated **capital improvements** and equipment needs. (15.1.3 (d))
3. The plan shall be reviewed and revised at least once every three years. The Deputy Chief of Police is responsible for the review and revision of the multi-year plan. The Chief of Police has final approval of the plan. (15.1.3 (e))

D. WORKLOAD ASSESSMENTS (16.1.2)

1. The Department will allocate personnel to organizational components based on workload assessments. Workload assessment will use reliable data and reasonable calculations. Workload assessments should be documented and should include an outline of calculations, sources documents, and personnel involved in the assessment process. Patrol personnel will be distributed in accordance with temporal and geographic distribution of incidents. The Chief of Police or his designee will assess the workloads of each organizational component and allocate personnel accordingly at least once every three years.

Approved by:



Dino Sgambellone
Chief of Police

Table of Contents

104 Written Directives			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	11.4.3, 12.2.1, 12.2.2,		

I. PURPOSE

The purpose of this General Order is to provide instruction for the proper preparation, indexing, distribution, and purging of written orders and directives.

II. POLICY

The Chief of Police has the responsibility and the authority to direct the actions of all personnel attached to the Los Alamos County Police Department whether their status with the Department is “employed,” “appointed,” “assigned” or “volunteer.” It is the policy of the Department that such direction be lawful, precise, thorough, and especially, consistent. Such direction may be either oral or written in nature. Written directives must inspire confidence and provide clear understanding of all constraints and expectations placed upon the members of the Department, regardless of their status, as a condition of their continued employment or association with the Department. Written directives must also provide guidance to all personnel in the daily performance of their assigned duties and responsibilities.

III. DEFINITIONS

CORRESPONDENCE - Any written communication, processed for mailing, intended for the general public, businesses, public or private institutions and organizations, or other Law Enforcement agencies.

ELECTRONIC MAIL - A system that permits users to send, and receive, memoranda, e-mail, directives, and other official information electronically to, and receive from, other authorized users on any of the networked systems provided or approved for use by the Los Alamos County Police Department.

GENERAL ORDER - A written directive, issued by the Chief of Police, referring to the adoption, revision or deletion of a policy, procedure, directive or other official communication affecting, at a minimum, more than one organizational component of the Department for the indefinite future.

INTERIM ORDER - A written directive, issued by the Chief of Police, concerning policies, procedures, circumstances or events, involving specific organizational components or Department members and their activities. An Interim Order is temporary in nature and self-canceling at the end of the activity or stated period of time. It may also serve as a directive until it is incorporated into a new or existing General Order.

INTER-OFFICE MEMORANDA - An official communications sent through approved channels that do not create or alter any policy or procedure of the Los Alamos Police Department. Memoranda generally provide information of interest or importance to members of the Department.

MANUAL - The term ‘Manual’ refers to and includes the following references to this Manual: Los Alamos Police Department Policies and Procedures Manual, Policies and Procedures

Manual, Department Manual and all other references that indicate this Manual. Manuals may also refer to policy manuals, i.e. Evidence Manual, Standards of Conduct Manual, and Uniform Manual.

OFFICIAL COMMUNICATION - Any written document, regardless of form, that provides or requests information, direction, instruction, advice or states an order. Official Communication also includes oral commands, orders and directives.

PERSONNEL ORDER - Written directives, issued by the Chief of Police, announcing the hiring, promotion, transfer, termination, changes in classification or status, or any other personnel action affecting members of the Department.

PROFESSIONAL STANDARDS - Rules and Regulations pertaining to required or prohibited conduct for all Department personnel, regardless of status, both on and off-duty.

SPECIAL ORDERS / STANDARD OPERATING PROCEDURES - These are written directives issued by Deputy Chief of Police, or Bureau Commanders and approved by the Chief of Police, which describe the duties and responsibilities of their respective units and prescribe specific procedures for carrying them out. Such directives affect only the organization and operation of the specific Section(s) or unit(s) to which it is directed.

TRAINING BULLETINS - These are written communications about matters affecting the operation of the Police Department, or any component of the Department, which requires instruction, explanation or clarification. Members assigned to units receiving Training Bulletins pertaining to their assignment shall keep a copy of such Training Bulletin in their Department Manual.

WRITTEN DIRECTIVES - As used in this Manual, means and includes any written orders (e.g., General Orders, Interim Orders, Special Orders/Standard Operating Procedures, or Personnel Orders), Directives, or Official Communications (e.g., emails, Inter-Office Memoranda), etc.

IV. PROCEDURES

A. Distribution and Maintenance of Policy and Procedure Manual

1. All personnel will be provided the Policies and Procedures Manual and updates, as appropriate. Members shall be responsible for knowing and complying with Policy. A current copy of all Policy will be maintained on the Intranet. In addition, once assigned to a specific unit, Section, or Bureau of the Department, members shall comply with all Special Orders / Standard Operating Procedures and Training Bulletins relative to that assignment. (12.2.2 (a))
2. The current edition of the Policies and Procedures Manual will be available on the Intranet and is also available for review in the Office of the Chief. (12.2.2 (b))
3. All personnel, upon reviewing existing or updated Policy will complete the Acknowledgement Form indicating they have received, read, understand and will comply with its contents. Each acknowledgment form will have a specified return date and whom the form will be returned to. (12.2.2 (c))
4. Copies of material of an instructional nature will be forwarded to the Training Unit in the Staff Services Bureau.
5. All General Orders, Policies and Procedures, Manuals, and Rules and Regulations, will be reviewed, purged, and updated, as appropriate, at least once annually. (12.2.2 (b))

B. WRITTEN DIRECTIVES

1. The Department has a values and mission statement. (12.2.1 (a))
2. The Chief of Police has the authority to issue, modify, or approve all written directives.(12.2.1 (b))
3. Directives include but are not limited to General Orders, Special Orders, Personnel Orders, Training Bulletins, and Memoranda.
 - i. The General Order heading will be used on the initial page of each General Order. The heading includes, which is centered at the top of the page, title of the General Order, general order number, effective date, re-evaluation date, CALEA standard reference, and rescind date. The General Orders will follow the same format, be in Time Roman font, and size 11. (12.2.1 (d))
 - ii. General Orders are permanent statements, to include policy, procedure, and Rules and Regulations.
 - iii. Special orders and memoranda: The rank of Commander or higher may issue Special Orders. Any member of the Department may issue memoranda for purposes of general information. (12.2.1 (c))
 1. Special Orders are issued on a special or temporary basis to address special activities, changes in policies, and last for the duration of the special activity or until adopted as a General Order.
 - iv. Personnel Orders are issued to affected personnel for ancillary duty assignments, shift assignments, promotions, and other personnel assignments. They may also be used to report the status of current, former or retired personnel.
 - v. Training Bulletins are issued to personnel for disseminating pertinent training information.
 - vi. Memoranda are issued for general information purposes and include electronic memos.

C. Reviewing and revising directives: (12.2.1 (e))

1. The directives will be indexed, updated, revised and/or purged in accordance with Accreditation standards and as otherwise provided in directives. On an annual basis, special orders and other corrections or modifications to General Orders shall be incorporated into the General Orders manual.

D. Department policy:

1. The directives system for the Department serves as the statement of policy. (12.2.1 (f))
2. Directives address all issues of Department policy, Rules and Regulations, and orders. (12.2.1 (g))
3. The directives shall identify the procedures for carrying out Departmental activities.(12.2.1 (h))

E. Changes to policy and procedure: (12.2.1 (i))

1. General Orders shall be reviewed by the Chief of Police prior to being circulated. Changes to policy and procedure may be proposed by any member of this Department, prepared for review by the Accreditation Manager, and reviewed by affected functions (if applicable), Deputy Chief, Bureau Commanders and the Chief of Police prior to adoption. This review will be to ensure the proposed policy changes do not contradict other policies or applicable laws.

F. Accreditation activities: The Accreditation Manager for the Police Department will be responsible for ensuring that periodic reports, reviews, and other activities mandated by applicable accreditation standards are accomplished. A Time Sensitive CALEA Standards Report will serve as a guide for the frequency of reports necessitated by policy and will identify the responsible personnel and/or functions. This matrix is utilized as documentation for the review of periodic reports, reviews, and other activities mandated by accreditation standards. (11.4.3)

G. Indexing, Formats, and Review

1. Responsibility for numbering and indexing all General Orders, Interim Orders, Personnel Orders and any other appropriate communications lies with the Commander of the Staff Services Bureau. Written Directives will be numbered sequentially in their respective categories preceded by the year in which they were issued. For example, Personnel Order 07-15 would indicate that it is the fifteenth (15th) Personnel Order issued in 2007. Standardized forms will be placed on the N drive for all written directives.
2. All General Orders and Special Orders/Standard Operating Procedures that are not self-cancelling shall be reviewed at least annually by the issuing authority to determine if they should be:
 - i. Cancelled;
 - ii. Incorporated into another directive or manual;
 - iii. Revised; or
 - iv. Continued in their present form.

V. AUTHORITY (12.2.1 (c))

1. Written directives will not be construed to abridge or expand the rights of any person under the Constitution of the United States or the Constitution of the State of New Mexico.
2. The Chief of Police or designee expressly reserves the right to unilaterally issue, amend or cancel oral and written directives.

Approved by:



Dino Sgambellone
Chief of Police

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105 Professional Conduct and Responsibilities			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	1.2.5, 22.2.7		

I. PURPOSE

The purpose of this General Order is to set clear guidelines and establish a Code of Conduct for the behavior, appearance, and actions of all employees and volunteers of the Los Alamos County Police Department, both on and off-duty. These guidelines are issued in support of the Department's Mission, Vision, and Core Beliefs, General Order 100.

II. POLICY

It is the policy of the Los Alamos County Police Department that all employees and volunteers representing Los Alamos County, the Los Alamos County Police Department and/or the Chief of Police conduct themselves in an exemplary and professional manner, reflective of the standards set forth by the Chief of Police. These identified professional standards represent actions, activities, and standards of behavior expected of employees and volunteers by the Chief of Police as well as the citizens of Los Alamos County. The rights of all members shall be respected in all aspects of Department operations so as to achieve and maintain compliance, cooperation and organizational order. Disciplinary actions, when necessary, shall be administered equitably and fairly and based upon the facts as determined through investigations into reported or observed acts of alleged improper conduct.

IV. GENERAL PROFESSIONAL RESPONSIBILITIES / CODE OF CONDUCT

A. General Duties

1. Personnel shall conduct themselves, both on and off-duty, in such a manner as to reflect most favorably on the Department.
2. Within Los Alamos County, sworn employees will:
 - i. Enforce all Federal and State laws as well as all designated County ordinances;
 - ii. Protect life and property;
 - iii. Preserve the peace;
 - iv. Prevent, detect and deter crime.
 - v. Arrest violators of the law.
 - vi. Contribute to a sense of community safety and security through their words and actions.

B. Respond to Orders, Calls for Assistance

1. Employees will at all times respond without delay to the lawful orders of a superior Officer, as well calls for assistance from citizens or other members of the Department. The administrative delegation of the enforcement of certain laws and ordinances to particular Units or Sections of the Police Department does not relieve employees of other Units or Sections from the responsibility of taking prompt, effective action within the scope of those laws and ordinances when the occasion so requires. Employees assigned to special details or duties are relieved

from taking prompt actions outside the scope of their specialized assignment except where there is an imminent and serious threat to life or major property loss or damage.

2. Employees will perform their duties as required or directed by law, Police Department Policy, order, or by direction of a superior Officer.
3. Emergency calls take precedence, however all calls will be answered as soon as possible consistent with normal safety precautions and motor vehicle laws. **Exception:** Under the most extraordinary circumstances or when otherwise directed by competent authority, no employee will fail to answer any telephone, computer message, or radio call directed to him or her. Field units will, without fail, inform the Consolidated Dispatch Center when going out of service or returning to duty status.
4. Members shall obtain information in an official and Courteous manner and act upon it in a proper and judicious manner within the scope of their duties whenever any person applies for assistance or advice, or makes a complaint or report either in person, via telephone or other means.

C. Preparing Reports (1.2.5 (a))

1. Any Officer responding to a “call for service”, making an arrest, engaged in a pursuit, assisting another Department or agency, conducting a “field interview”, traffic crashes, criminal investigation, dealing with any citizen concern(s), or other activity in connection with his or her Department duties and responsibilities will complete all required reports and forms and submit them for review by the end of shift unless an extension is approved by their Supervisor.
2. Prior to the end of his or her current shift, employees will report all information regarding criminal activity or suspected criminal activity to their immediate Supervisor and other appropriate authority. They shall submit all citations and reports before leaving the Department unless specifically authorized to do otherwise by their immediate Supervisor.
3. Members shall not knowingly enter or cause to be entered any inaccurate, false or improper information nor fail to enter important or pertinent information. Employees shall not omit relevant information.
4. All Supervisory Officers shall review all arrests and reports made by Officers for compliance with policy and the procedures established by the Department.

D. Assignments and Attention to Duty

1. Personnel shall report for duty at the time and place required and shall be both mentally and physically fit to perform their duties. They shall be properly attired and equipped and prepared to immediately assume their duties. They shall, at all times while on-duty, or in uniform, present a professional and businesslike appearance.
2. All personnel shall notify the Consolidated Dispatch Center (CDC) at least sixty (60) minutes prior to the start of their work shift if they intend to use Leave in lieu of reporting for duty. In addition to calling the CDC, the employee will call their Supervisor notifying them they are calling in sick. The Shift Supervisor, or designee, shall notify the appropriate Supervisor of the employee’s absence as soon as possible. Employees on approved extended sick or injury leave, or absent due to a Worker’s Compensation situation, are exempt from this daily notification requirement. Employees are required to notify their Supervisor (not their voice mail) as soon as possible when other unscheduled work absences occur due to unforeseen emergencies.

3. Employees in doubt as to their assignment, or the nature of their duties will seek such information from a Supervisor prior to taking any action.
4. Employees are expected to obtain and maintain a working knowledge of the Department's area of jurisdiction, patrol areas, and the County's boundaries.
5. Judicial or Administrative subpoenas shall constitute orders to report for duty under this Order.
6. When an employee is assigned to any area, whether it is a patrol area, post, stake out, zone, or task, it will be that employee's responsibility to remain within the assigned area or perform the assigned duties, unless he or she is granted permission to leave that area or discontinue the assignment by competent authority. If time is of the essence and competent authority to leave the area is not secured, the employee will be responsible for justifying his or her action.
7. All employees are to remain on duty and at their assignments until properly relieved by another employee or until dismissed by a Supervisor.
8. Members shall notify their Supervisor, or the Consolidated Dispatch Center, or another responsible member of the Department, if possible, before leaving their duty assignment for any reason, including illness or injury.
9. Personnel shall constantly direct their best efforts to the intelligent and efficient accomplishment of the Department's mission, goals, objectives, and responsibilities. They shall not engage in any activity or personal business that may cause them to neglect or be inattentive to duty; nor shall they engage in any conduct that may result in their disqualification as a Department employee; or that denies them access to official Police information.
10. Time and workload permitting, personnel are permitted to suspend their assigned duties for breaks and meals during their shift as directed by their Supervisor. Such breaks shall be limited to approved locations and for the time authorized. Employees are subject to immediate recall.
11. Employees will attend and respond to requests from the public quickly and efficiently, avoiding unnecessary referrals to other parts of the Police Department.
12. If an employee is absent from duty for a period of one (1) day or more, without calling and speaking to their immediate Supervisor or notifying the CDC, they are considered to be "Absent Without Leave." Further, the employee is subject to disciplinary action and their timesheet will reflect the absence as Unauthorized Leave Without Pay. The employee's immediate Supervisor will report the absence in writing, via the chain of command, to the Chief of Police.
13. If a member of the Department has received any injury or undergone any medical treatment that may impair their ability to fully and safely perform their duties, they shall so report it to their immediate Supervisor who will determine their work status before permitting the member to assume their duties.
14. Employees will be punctual in all aspects of their duties and responsibilities pertaining to the Department. Members shall submit all necessary reports, citations and documents on time and in accordance with Department policies and procedures.
15. Members shall not violate the Constitutional Rights of any person.
16. Officers shall only arrest and incarcerate those individuals who have violated a law of which they have enforcement authority. They shall only search and seize property in accordance with the law and the policies and procedures of the Department.

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17. Employees will immediately notify their Supervisor in writing of any injury or illness which happens to them or that occurs to any person coming into the employee's care, custody, and control during the course of their duties. They shall complete all required forms.

E. Limited Police Authority

1. All Officers, when outside of Los Alamos County, must be aware of their limited authority, especially involving crimes committed in their presence, during actions incidental to fresh pursuit, prisoner transports, and the carrying of a concealed weapon.

F. Off-Duty

1. An Officer, who is technically off-duty, is always subject to orders from superior Officers regarding emergency Police matters. Further he or she is responsible for taking necessary action in any Police matter coming to his or her attention which requires immediate action. Officers may carry firearms off-duty in accordance with federal and state law.

G. Incompetence

1. An employee will be determined to be incompetent in his or her job performance when he or she has demonstrated an inability to meet reasonable measures of job performance or to maintain established standards of proficiency. Depending upon the circumstances, the Chief of Police will determine appropriate action, including (but not limited to) counseling, retraining, transfer, demotion, or discharge of such employee.
2. An employee may be determined to have impaired or jeopardized the proper and efficient operation of the Police Department due to his or her carelessness or neglect of their job performance under this provision: Where he or she acts or fails to act, either in a deliberate or willful manner, that reflects a reckless or wanton disregard for life, safety, or property; or in any manner contrary to acceptable standards of performance; or which resulted or could have resulted in injury to themselves or another, damage to the property of another or to County or Department property. Furthermore, repeated incidents of minor carelessness or a pattern of errors, neglect, and/or inattentiveness to job performance are of an equally serious nature and will not be tolerated. Each case of carelessness or neglect will be evaluated and considered on its merits and may result in appropriate administrative or disciplinary action up to and including discharge of the employee.
3. Members of the Department are required to attend assigned training, maintain their professional competence and certifications to properly perform their duties and assume the responsibilities of their positions. Employees shall not allow their certifications to lapse without prior Supervisory approval.

H. Courtesy and Respect

1. Members of the Department will treat each other and members of the public with dignity and respect at all times. They will be Courteous and civil in their relationships and not engage in behaviors that are intended to belittle, ridicule, or embarrass another person or employee.
2. Members will be Courteous and orderly when dealing with the public. Members will perform their duties avoiding harsh, violent, profane, or insolent language. Members shall be tactful, control their tempers, exercise patience and discretion, and shall not engage in argumentative discussions, even in the face of provocation.

3. Members shall not engage in horseplay which could be deemed offensive or have the potential to cause injury or property damage.

I. Insubordination

1. Any employee who deliberately or passively refuses or fails to immediately obey any lawful order given by a Supervisor officer or Supervisor, or engages in any disrespectful action or language to any superior or Supervisor.

J. Impartiality

1. Members of the Department will remain completely impartial towards all individuals coming to the attention of the Department. They shall treat all people with Courtesy and respect and perform their duties without prejudice or favoritism. Members will at all times refrain from using any language, mannerisms, acts or behaviors that are derogatory, belittling, insulting or inflammatory or that may be considered a display of prejudice, partiality, or hatred.

K. Identification

1. Upon request, employees will supply their name, identification number, current work assignment and the name of their immediate Supervisor in a Courteous manner to any person requesting that information when they are on-duty or while acting in their official capacity. (22.2.7 (a)) Such information may be withheld when necessary for the performance of Police duties, is so authorized by proper authority, or when impractical or unfeasible.
2. Officers in plain clothes shall identify themselves by displaying their Department badge and upon request their identification card, before taking any Law Enforcement action.
3. Identification cards are issued by the Police Department will include at a minimum the employee's name, and photograph, and will be signed by Chief of Police.(22.2.7 (b))
4. Employees will give verbal identification over the telephone when conducting official business. (22.2.7 (c))

L. Compliance with Laws, Orders, Policies and Procedures

1. Members of the Department shall obey all laws of the United States and of any state, local or foreign jurisdiction in which they are present. Conviction for the violation of any criminal law or failing to comply with a civil Court order shall be prima-facie evidence of a violation of this Section.
2. Members of the Department shall observe, obey and fully comply with all Policies and Procedures, General Orders, Manuals, Interim Orders, Special Orders/Standard Operating Procedures, Directives and all official communications, whether verbal or written, that are issued by superior Officers. This includes all lawful orders of a Supervisor or orders given via Police radio or other means or relayed from a Supervisor by personnel of the same or lesser rank.
3. Members knowing of other members violating laws, ordinances, Rules and Regulations, orders, directives or official communications of the Police Department or superior Officers, shall report the same immediately, in writing, to the Chief of Police through their chain of command.
4. Members shall familiarize themselves with, and have a working knowledge of, all laws of the State of New Mexico and ordinances of Los Alamos County that they are required to enforce.

5. No employee is required to obey an unlawful order or an order which is contrary to Federal or State law, or Local Ordinance and shall not do so. NOTE: (Employees are reminded that the Chief of Police may impose regulations that are more restrictive than Federal or State Laws or Local Ordinance as long as such orders or regulations are not in conflict with said laws).
6. Employees will not knowingly issue orders which are contrary to Federal or State Law, or Local Ordinance.
7. An employee who is given an order that he or she feels is unjust or improper, or that he or she feels is in violation of the Police Department Rules and Regulations, must:
 - i. Obey the order to the best of his or her ability.
 - ii. Appeal such order through their chain of command.
8. Should any order conflict with a previous order, or with any provision of the Policies and Procedures, the subordinate to whom the order is given will politely call attention to such conflict. If the Supervisor giving the latter order does not alter or retract said order, then his or her order will stand. The responsibility will be with the individual issuing such order. The subordinate obeying the order will not be held responsible for disobeying any order previously given.
9. Personnel shall not obey any order which they know or should know would require them to commit an unlawful act. If in doubt as to the legality of an order, personnel shall ask the issuing Supervisor to clarify the order, rule, regulation or directive that is in conflict.
10. Any member(s) directly involved in, or who have knowledge of, any of the following activities shall immediately report such to their immediate Supervisor.
 - i. Arrest, conviction, entry of a guilty plea or a plea of “Nolo Contendere” (No Contest), to any felony or violation of federal or state law or any local ordinance related to aggravated assault, aggravated battery, theft, weapons, driving while intoxicated, spousal abuse, child abuse or neglect, elderly abuse or neglect, illegal drugs, controlled substances, explosives, or crimes involving moral turpitude.
 - ii. Knowingly making false statements or giving any false information to the Department, any Law Enforcement personnel or the New Mexico Law Enforcement Academy.
 - iii. Committing any act which would indicate a lack of good moral character or integrity, which constitutes any dishonesty or fraud and/or which adversely affects the individual’s ability to be trusted or to exercise his or her Department duties.
 - iv. Committing any act which indicates that the member has abused the authority or trust granted him or her by the State of New Mexico or the Department.
 - v. Is found to have committed any act or acts which would be grounds for denial of an application or certification for which the Department member is required to maintain in the course of his or her duties.
 - vi. Is party to any civil action.

M. Members Under Investigation or Served as a Respondent

1. When an employee becomes aware that he or she is the subject of an investigation by a Law Enforcement agency other than the Los Alamos County Police Department, he or she will

- immediately notify his or her commanding Officer of the Department conducting said investigation and what actions he or she has taken to resolve the matter.
2. An employee served as a Respondent with any injunction or Court order involving restrictions on the use, purchase, possession or transportation of firearms or any other weapons, or that imposes restrictions on behavior, mobility, association, contact, or any other behavior shall immediately notify the Chief of Police through the chain of command by written memorandum detailing the circumstances behind the order or injunction, and by attaching a copy of said Court order or injunction to the memorandum.
 3. Members shall fully cooperate with all agencies engaged in the administration of justice, public agencies, and other Departments within Los Alamos County and shall give to each all the information and assistance they are entitled to receive.

N. Truthfulness at ALL Times

1. Members are required to truthfully answer questions and render material and relevant statements in all Department and other official investigations. Employees are required to be truthful at all times whether under oath or not. Employees will not knowingly or intentionally infer or mislead, either directly or indirectly, any information to an employee of the Police Department, the public or any other legal, official, or governmental Department at any time.

O. Court Appearances

1. Employees will not volunteer to testify in civil actions and will not testify unless legally subpoenaed. Employees will accept all subpoenas legally served.
2. Employees who are subpoenaed as an expert witness in order to testify for the defense in any civil or criminal action, or against the County, State or United States are required to notify their immediate Supervisor of such situations, in writing, within seventy-two (72) hours of being served a subpoena or request but in every case prior to any deposition or testimony. They shall also attach a copy of the subpoena to their written notice.
3. Employees will, when attending Court or quasi-judicial hearing of any type, wear either the official uniform (Class A or B) or clothing conforming to standards imposed on Officers wearing plain clothes. Employees are expected to maintain a clean and neat appearance. Employees will not wear the official uniform when appearing as a defendant in any Court proceeding.

P. Employees Address and Phone Number

1. Employees are required to have a telephone at their place of residence. A cell phone is acceptable in place of a hardwired home telephone. Employees are required to have an answering machine or voicemail able to receive messages.
2. Employees will record their correct address and telephone number with the Office of the Chief of Police via the chain of command. They shall also ensure the Consolidated Dispatch Center and Human Resource Department has the current and correct information.
3. Changes in address or telephone numbers will be reported to the Office of the Chief, via the employee's chain of command, within 48 hours of said change. This will be done in writing and within the specified time whether the employee is working or not.

Q. Department Building, Vehicles and Equipment, Security, Use, Repairs and Maintenance of; Inspections, Damage to

1. Members are required to possess and maintain a valid New Mexico driver's license and any/all required endorsements or operating certificates. They shall report all convictions for traffic offenses in writing, through their chain of command, to the Chief of Police.
2. Unless authorized by a Command Officer or Supervisor, Department equipment will not be used for any purpose other than that which accomplishes the Police Department mission. Equipment shall not be abused nor used in any way other than for which it was designed and intended.
3. No repair work, services or alterations of any kind will be permitted to be performed on any Department vehicle or equipment by any person, firm, or concern unless specifically authorized by the Supervisor of fleet maintenance or the immediate Supervisor of the employee, unless in an emergency situation.
4. Citizens may be transported in Department vehicles only when necessary to accomplish a Law Enforcement purpose. Such transportation will be done in compliance with Department policies and procedures, or at the direction of a command Officer or immediate Supervisor.
5. Employees are hereby advised that equipment such as lockers, desks, files and cabinets, as well as vehicles assigned to them as a condition of their employment, are subject to inspection at any time by the Department through any of its Supervisors, commanders or managers or by their authority.
6. Department telephones are primarily intended for use in conducting Police Department business and any employee using such telephones do so with that knowledge and understanding. Long distance codes are only to be used for official business.
7. Employees of the Department, when operating the Department's radio, or telecommunications system, either from a mobile unit, hand-held unit, or from within the Consolidated Dispatch Center, shall strictly observe and adhere to Department policies and procedures and those Rules and Regulations\ prescribed by the Federal Communications Commission, National Criminal Information Center, National Law Enforcement Telecommunications System, and New Mexico Law Enforcement Telecommunications System.
8. Members shall operate/use all County vehicles, equipment, property and facilities in a prudent manner, with due care and in compliance with all laws, and Department orders. Employees shall not intentionally or recklessly cause any damage to any County facility, vehicle, equipment or property. Members will appropriately maintain and care for all vehicles, equipment, facilities and property assigned to them. All damage must be reported immediately.
9. Members shall wear their seat belt when operating a County vehicle.
10. All members of the Department are required to maintain the security of the Department by not leaving doors unsecured that provide access to the building. Only authorized personnel shall have access to the CDC and records, the server room, and maintenance areas.
 - i. Access to the CDC will be in compliance with New Mexico administrative Code 10.29.1.10. Employees no longer qualifying shall relinquish any and all badges, cards, passes and keys to the CDC to the CDC Manager or other competent authority.

R. Department Information

1. Members of the Department shall treat the official business of the Department as CONFIDENTIAL. Information regarding any/all official business and personnel information (e.g., addresses and telephone numbers of members), shall not be disseminated to anyone other than those to whom it is legally intended and who have a legitimate right and need to know. Members having any doubts as to the release of information shall contact their Supervisor prior to its release. Confidential information shall be handled in accordance with Department policies and procedures at all times.
2. Members shall not obtain, nor attempt to obtain, any information from any Department file(s), the Records Section, teletypes, or from any other source in the Department than to which they are entitled in accordance with their official capacity and duties.
3. Members shall not use for any unofficial purpose any Departmental information received or acquired during the course or scope of their official duties.
4. Members shall not release or disseminate any Departmental information to anyone outside the scope of their official duties without the express permission of the Chief of Police, Bureau Commander, or their Supervisor.
5. Members shall not use Departmental letterhead without the approval of a Bureau Commander or higher.

Approved by:



Dino Sgambellone
Chief of Police

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106 Performance Evaluation			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	35.1.1, 35.1.2, 35.1.3, 35.1.4, 35.1.5, 35.1.6, 35.1.7, 35.1.8,		

I. PURPOSE

- A. The purpose of this General Order directive is to outline the principles of the performance evaluation methodology utilized by the Department.

II. POLICY

- A. An essential part of career development is the evaluation of employees' strengths and weaknesses. Formal performance evaluation programs can eliminate deficiencies, reinforce those tendencies that enrich the employees' development and motivation, and assist management in making promotion and salary adjustment decisions. Handled correctly, the evaluation programs contribute to improved organizational and personal effectiveness; handled badly, they can be responsible for increased employee turnover, decreased morale, and a decline in productivity.
- B. The County's Personnel Performance Assessment Manual is designed to improve the Department's evaluation process by providing performance level rating guidelines for multiple performance factors that are listed on the Performance Evaluation Report. The rating guidelines as contained in the Manual will (1) assist Supervisors in preparing impartial and objective Performance Evaluation Reports, and (2) will afford Department employees the opportunity to become familiar with the criteria that their Supervisors use to evaluate their performance.
- C. Because each assignment within the Department requires certain unique abilities, skills and responsibilities, the statements used in this Manual to describe each level of performance are not all-inclusive explanations of those things which might be considered when evaluating the job performance of an employee. Rather, the statements are designed to serve as guidelines that can be expanded by Supervisors to coincide with the job functions of their respective work elements. The statements are also intended to provide employees with a basic understanding of how they must perform in order to meet or exceed Department standards. It is the policy of the Department that the performance of Department employees be evaluated by Supervisors, and that such evaluation, remains fair and impartial.

III. PROCEDURES

A. Performance Evaluation System

1. All employees shall be evaluated utilizing the County's approved Personnel Performance Assessment (PAP) process.
2. The County's PAP process includes a PAP Manual that specifically identifies the performance factors to be evaluated, with columns that define each performance factor as either Unsatisfactory Performance, Development Needed, Meets Expectations, or Exceeds Expectations. (35.1.1 (a))

3. The criteria for each performance factor is specific to the assignment of each employee during the rating period, as includes additional performance factors for those employees who supervise others. (35.1.4)
4. Employees who evaluate others will be rated by their Supervisors regarding the quality of ratings and employee development with respect to the PAP process. (35.1.8)
5. Each Supervisor that evaluates the performance of a subordinate, shall utilize the PAP Manual as they complete the PAP. The evaluation for each performance factor shall then be captured on the approved PAP Performance Evaluation Report (PER). Included on the PER is an overall evaluation score. The procedure to calculate the overall score is outlined in the PAP Manual. (35.1.1 (b))
6. It is the evaluator's responsibility to conduct a fair and impartial review of performance. The evaluation should not be the first time the employee is made aware of a deficiency in performance. The PER shall be completed in its entirety and submitted to the evaluator's Supervisor for review prior to being served on the employee (35.1.1 (c))
7. The PER contains the following narrative Sections (35.1.5 (b)):
 - a. **SECTION C:** Additional Performance Factors Evaluated - Use this Section to provide a narrative evaluation of any Performance Factors that should be evaluated but are not included in Sections A or B (Performance Factor Spreadsheet for all employees and Supervisors).
 - b. **SECTION D:** Record Job Strengths, Superior Performance, Progress Achieved, and Checks From Exceeds Standards Column - Describe outstanding qualities or performances when check marks are placed in the "Exceeds Standards" column, and record other progress or improvements in performance resulting from employee's efforts to reach previously set goals.
 - c. **SECTION E:** Explain Checks from Unsatisfactory and Development Needed Columns - Describe specific work performance deficiencies or job behavior when check marks are placed in the "Unsatisfactory" and "Development Needed" columns. The evaluation should not be the first time the employee is made aware of a deficiency in performance. Supervisors should prepare an improvement plan to advise the employee of performance problems and to outline actions that should be taken to improve his or her performance.
 - d. **SECTION F:** Record Specific Goals or Improvement Programs to Be Undertaken During Next Evaluation Period. Describe any goals that have been set for the employee to improve job performance. The goals should be realistic and consistent with the employee's abilities.

Each Section is to be reviewed with the employee each evaluation period covering results of the performance evaluation just completed and level of performance expected, rating criteria or goals for the new reporting period. A Career Track form shall be completed each annual review. (35.1.7 (a)(b)(c))
8. The evaluator's Supervisor will review and sign each PER prior to it being served on the employee. Bureau Commanders will review all PERs under their command, and the Chief of Police will review all PERs Department wide. (35.1.5 (c))
9. The employee will be given the opportunity to sign and make written comments to supplement the completed PER. The employee may also request to meet with the next level of supervision. (35.1.5 (d))
10. A copy of the completed PER will be provided to the employee (35.1.5 (e))

11. Employees may contest a PER in accordance with County Rules and Regulations. (35.1.5 (f))
12. Completed PERs will be maintained in Human Resources, with a copy going to the Employee's Department file. (35.1.5 (g))
13. The County will provide training on the PAP process either through each Department, or within on-going training such as "Need to Know" and/or the Los Alamos County Supervisor Academy. (35.1.1 (d))

B. Annual and Semi-Annual Evaluations

1. Department employees shall receive, at a minimum, an annual performance evaluation barring extenuating circumstances, e.g. extended military deployment or long-term illness. (35.1.2)
2. A semi-annual evaluation should also be completed to keep the employee apprised of their work performance. Any deficiencies in performance shall be noted on the PER and the Supervisor shall continue to discuss deficiencies throughout the rating period. If the Supervisor recognizes Unsatisfactory performance during the rating period, the employee shall be notified of the deficiency(s) in writing. (35.1.6)


The semi-annual evaluation covers the previous six month period, while the annual evaluation includes performance over the past year, including that evaluated in the semi-annual evaluation. (35.1.5 (a))

3. Entry-level probationary employees shall receive a written PER at least quarterly, excluding time for sworn Officers at the Academy, or other extenuating circumstances. (35.1.3)

C. Personnel Improvement Plan (PIP)

1. Employees who earn an overall rating of Unsatisfactory or Development Needed on the annual PAP shall be provided with a Performance Improvement Plan (PIP) completed by their Supervisor and approved by Human Resources. The PIP shall identify all deficient performance factors, and set forth a plan to improve the employee's performance. The PIP and any steps taken to improve performance shall be documented and provided to the employee. (35.1.6)

Approved by:



Dino Sgambellone
Chief of Police

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107 Promotions and Assignments			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	16.2.2, 16.2.3, 34.1.1, 34.1.2, 34.1.3, 34.1.4, 34.1.5, 34.1.6, 34.1.6, 34.1.7		

I. PURPOSE

The purpose of this General Order is to establish guidelines for the promotional process to include eligibility announcements, written examinations, oral interviews, and assessment centers; and to provide all Department members with a clear understanding of what the requirements and expectations are for promotions. With this understanding, Department members are better able to meet the standards and requirements for promotion, and establish their career goals accordingly.

II. POLICY

It is the policy of the Los Alamos County Police Department to establish fair and impartial requirements for all promotions within the Department through consideration of individual performance, education, promotional assessment center results, and written test results designed to evaluate job related knowledge and suitability. (34.1.4)

DISCUSSION

A promotion process which results in the advancement of the most highly qualified candidates is an obvious advantage to the Department. It is an important factor for ensuring the efficient use of the Department's human and fiscal resources towards the achievement of Department objectives and quality Police services. The promotional process is a means by which Department members assume added responsibilities and advance their careers to positions of greater leadership and responsibility. All personnel are accountable for the integrity of this process. The Chief of Police and staff will exercise sufficient control to ensure compliance with these objectives and procedures.

III. DEFINITIONS

ADVERSE IMPACT – A substantially different rate of selection in hiring, promotion, or other employment decisions which works to the disadvantage of members of a race, sex, or ethnic group.

ASSESSMENT PROCESS -- May include, but is not limited to, written tests, structured interviews, oral interactive exercises, in-basket exercises, and an interview with the Chief of Police.

CANDIDATE – An employee eligible and competing for promotion and/or job opportunity.

FILE REVIEWS – A review of job related information about an employee's past job performance, including information on performance appraisals, discipline, and/or other pertinent information.

PROMOTION – Vertical movement in the Department from one position to another more responsible position, usually accompanied by an increase in salary.

NEW POSITION – A new position is a position created by the Chief of Police which was not in existence prior to the date of this Order.

OPEN POSITION – An open position is a position vacated by the promotion, transfer, reassignment or separation of an employee, which vacancy the Chief desires to fill.

BID POSITION – As used in this Order, a “bid position” is any position in the Department other than shift work.

ASSIGNMENT – “Assignment” as used herein is a group of specialized job duties performed by employees appointed to a Departmental team or unit authorized to perform such specialized tasks, as assigned by the Chief of Police. The number and type of specialized units in the Department, and the number of members of each unit shall be determined at the discretion of the Chief of Police.

IV. PROCEDURES

A. GENERAL PROMOTION

1. The role of the Police Department in the entrance and promotional level testing of its members is to work with the County Human Resources Department. The Department will help develop and administrate entrance and promotional examinations as specified by Human Resources. (34.1.1)
2. The authority for identifying all promotional needs rests with the Chief of Police. The Human Resources Manager or designee will have the authority and be responsible for the administration of the promotion processes. Human Resources personnel trained and experienced in test design and implementation will assist with the development and administration of the promotional processes. External raters may be used to score aspects of the assessment process. (34.1.2)
3. Written announcements summarizing promotional opportunities will be posted by Human Resources in advance of the promotional processes so all personnel have access to the announcement. (34.1.5)
4. No applications for the promotional process will be accepted after the published deadline.
5. Make-up examinations may be authorized by the Chief of Police or the Human Resources Manager for verified emergencies, verified illness, verified pre-scheduled job related training, or subpoenaed Court appearances. The Chief of Police or the Human Resources Manager may authorize make-up examinations for pre-paid vacations provided that proof of pre-payment is presented and verified to have occurred prior to the announcement of the examination.

B. PROMOTIONAL ANNOUNCEMENTS

1. Promotional announcements publicizing the holding of examinations and the creation of eligibility lists to fill current and/or future vacancies will be distributed and posted by the Human Resources Department.
2. The promotional announcement will specify:
 - i. The opening and closing dates along with the salary range.
 - ii. The position and title.
 - iii. The minimum qualifications for eligibility including service and time in grade requirements as outlined in the relevant job description. (34.1.6 (c))
 - a. Lateral Officer are eligible for promotions based on minimum qualifications outlined in the job description. (34.1.3 (g))

- iv. Applicable instructions for making application:
 - a. All candidates wishing to make an application for participation in the promotional process will complete the prescribed application form, which may be obtained from the Human Resources Department or via the County's Intranet site.
 - b. The application form will require the employee's signature, but does not require chain of command approval or acknowledgement by the chain of command. Applications are to be returned directly to the Human Resources Department.
- v. The general elements of the promotional process and other pertinent information as determined by the Human Resources Department.
- 3. Candidates who meet the minimum qualifications for the position and who properly submit their applications by the closing date listed in the promotional announcement will be notified in writing of the elements of the promotional process to include:
 - i. Date, time, and location of each element of the promotional process.
 - ii. A brief description of the promotional process elements; and,
 - iii. A bibliography of source materials, if applicable.
- 4. Candidates may withdraw from the promotional process at any time after the initial application without prejudice.

C. PROMOTIONAL PROCESS ELEMENTS

- 1. The Chief of Police, in consultation with the Human Resources Department will determine the appropriate testing and evaluation methods as well as the required skills, knowledge, and abilities of employees to be considered for promotion.

D. PROMOTIONAL PROCESS

- 1. The measurement instruments selected for use in evaluating promotional potential will relate specifically to the duties and responsibilities of the position for which candidates are being examined (34.1.3 (a)). A variety of instruments may be utilized in the process. This requirement can be waived at the discretion of the Chief of Police if the promotional process is limited to an interview.
- 2. Written examinations may be in multiple choice, true/false, short answer, essay format, or any combination of these. Written exams will be restricted to the material covered in the published bibliography. Bibliographies will be prepared and updated periodically by the Chief of Police or designee and the Human Resources Department. (34.1.3 (b))
- 3. Bibliography materials may include, but are not limited to:
 - i. Currently issued general orders, policies and procedures, manuals, other written directives or Rules and Regulations as specified, the New Mexico Criminal and Traffic Law Manual, County of Los Alamos Ordinances that apply to Law Enforcement, other books or publications on general Police knowledge or supervision skills as designated by the Chief of Police, and other reading material that is generally available to all employees.
- 4. Successfully passing the written examination will move the candidate to the next phase of the promotional process. Candidates who do not achieve a passing score on the written examination are eliminated from the remaining elements of the promotional process, although the candidates may be allowed to continue in the process for experience purposes only at the discretion of the Chief of Police.

5. Assessment Center Methods: The Assessment Center Method utilized in the promotional process, is a two-step process consisting of observing and recording behavior exhibited by candidates during simulation exercises or other relevant activity and the assessors' discussion and consensus of the candidate's demonstrated behaviors. (34.1.3 (c))
 - i. This assessment may be in the form of simulation exercises, role playing exercises, leaderless group exercises, in-basket exercises, oral presentations, written problem analysis, and other exercises, as determined by the Chief of Police (or designee) and the Human Resources Department or a consultant.
6. Oral interviews are an integral part of the assessment center. (34.1.3 (d))
 - i. Oral interviews may be conducted by the same assessors that were used in simulation exercises.
 - ii. The candidates may be evaluated on varying dimensions for each assessment center exercise. Assessors will then review each assessment exercise and determine a consensus rating for each dimension observed in the exercise.
 - iii. Test Skills appropriate to the position applied for.
7. Career Assessment. During the Career Assessment portion of the Assessment Center, points will be awarded for such areas as work assignments, education, and volunteerism. Points will be deducted for discipline or poor evaluations.
8. Oral interview with the Chief of Police may occur, prior to appointment.
9. Review of candidate's personnel file to include disciplinary and commendatory actions.

E. NONCOMPETITIVE, PASS/FAIL PROCESS

1. The promotional process for noncompetitive, pass/fail positions may consist of any combination of a written examination, skills test, and an oral interview. Unsuccessful applicants of the process may apply to be re-tested in 90 days.

F. DETERMINATION OF ELIGIBILITY LIST

1. Candidates who successfully complete all phases of the promotional process will be placed on an eligibility list. Each candidate must have a passing score of 70% in each of the testing processes used above. (34.1.6 (a))
2. The eligibility list for competitive positions within the sworn structure will be valid for a period not to exceed twelve (12) months, unless otherwise directed by the Chief of Police. (34.1.6 (d))
3. Persons ranked on the eligibility list will be ranked according to the final score on the promotional process. (34.1.6 (b))
4. Selection from the eligibility list will generally be made from highest to lowest. The Chief of Police reserves the right to make promotions based on needs identified by the Department. (34.1.6 (e))
5. Candidates who did not successfully complete the promotional process may re-apply during the next scheduled process without prejudice. (34.1.3 (f))
 - i. Candidates who re-apply for promotional consideration will be required to submit a new application to participate in the next promotional process.

G. REVIEW AND APPEAL OF THE PROMOTIONAL PROCESS (34.1.3 (e))

1. A copy of all relevant promotion materials will be maintained on file with Human Resources Department and retained in accordance with applicable law.
2. Promotion materials will be available for review by candidates within fifteen days of the notification of exam results. These materials will include review of the answer keys. For consistency and test security purposes, all materials will remain within the Human Resources Department and may not be copied. Candidates who wish to review materials should contact the Human Resources Department for an appointment.
3. Candidates involved in a specific promotional process who wish to appeal any segment of the testing process, may appeal that particular process by submitting a written appeal to the Human Resources Manager within ten business days from the official posting of the results.
4. This appeal may pertain to:
 - i. Review of the answer key.
 - ii. Review of written results of scored elements.
 - iii. Review of any materials used in the test development process.
5. The Human Resources Manager will render a written decision to the candidate within ten business days of receipt of the appeal. The Chief of Police, or designee, may approve an extension of this time period, if necessary. Candidates who are not satisfied with the Human Resources Manager's decision must appeal this decision in writing to the Chief of Police. All appeals to the Chief of Police must be made within ten business days from the date of the Human Resources Manager's decision.
6. Examinations and corresponding results are not open to public inspection.

H. SECURITY OF FILES (34.1.3 (h))

1. The Human Resources Department will ensure that promotional materials are stored in a secure area when not in use. These measures will include securing documents in locked file cabinets, securing documents in locked or limited access rooms, and/or securing documents in a password protected computer environment.
2. All relevant promotion materials will be maintained on file by the Human Resources Department. Confidentiality of the process shall be strictly maintained.

I. ASSIGNMENT / APPOINTMENT TO POSITION

1. The Chief of Police shall post all new, open, and specialized assignment positions which he or she desires to fill. All employees who have completed their probationary period desiring the position shall have ten (10) days to submit bids. The posting of a position or assignment does not guarantee the position or assignment will be filled. When a position or assignment is vacated or created, the posting of that position or assignment is at the discretion of the Chief of Police. (16.2.2)
2. The Chief of Police has the authority to appoint employees from promotional eligibility lists with appropriate authorization to fill applicable vacant positions. All appointments, including probationary periods, will comport with Los Alamos County Personnel Rules and Regulations. (Rule 411.2)
3. Specialized Assignments will be at the discretion of the Chief of Police through a selection process. The Chief of Police will make assignments in consideration of knowledge, skill, ability, seniority, work history, discipline history, evaluations, and operational needs.

4. Positions in Patrol, Dispatch, and Detention may, at the Chief's discretion, establish a shift bid preference procedure. Other assignments and functions are not subject to a shift bid preference.
5. Employees placed in new or open positions hereunder shall serve a six-month or one-year probationary period as outlined within County rules. Employees may voluntarily rescind their bids and return to their former position any time prior to the end of the fifteenth (15th) calendar day after their appointment. Employees who demonstrate unsatisfactory performance may be returned to their former position any time during the probationary period. Employees must remain in the position for one year, except for certain specialized assignments, which will require a two-year commitment. The minimum commitment will be communicated within the posting. (34.1.7)

J. VACATION OF SWORN BID POSITION

1. Sworn Officer Employees who have served at least one year in a bid position may request, in writing, prior to any shift bid posting, to return to Patrol. (16.3.1 (b))
2. No more than one (1) employee, or thirty-three percent (33%) of the employees in any one Section, whichever is more, may be transferred back to Patrol at any one time. Requests shall be honored based upon uninterrupted Section seniority.
3. Upon receipt of a request, the returning employee's position will be posted for ten (10) days. Only employees who have completed their new hire probationary period are eligible to bid, unless otherwise directed by the Chief of Police. If bids are received, and the Chief of Police desires to fill the position, he or she will award the position through the selection process of a specialized assignment. The employee shall then serve a probationary period as provided in Section E herein. If no bids are received, the Chief of Police, in his or her sole discretion, may award the position to the least senior employee who has completed their new hire probationary period or choose to leave the position vacant until such time as he or she chooses to re-post the position. Such employee must remain in the bid position at least until the next patrol bid, at which time the employee can request to vacate such position as provided herein.
4. Employees requesting to return to Patrol may utilize their seniority for shift preference in Patrol at the pending shift preference date.
5. Non-sworn employees wishing to vacate an assignment will submit a written request to the Section Supervisor to be forwarded to the Chief for review.
6. Abolishing Positions. Whenever an established position within a Bureau is to be eliminated, the employee with the least amount of time within the Section or unit shall be transferred.

K. Supervisory Skill Development

1. Training in management techniques will be provided to all newly promoted sworn personnel within the first year after promotion.

Approved by:



Dino Sgambellone
Chief of Police

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108 Professional Standards			
Effective Date:	June 15, 2017	Rescinds: Amends:	
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	26.1.4, 26.1.5, 26.1.6, 26.1.7, 26.1.8, 52.1.1, 51.1.2, 51.1.3, 52.1.4, 52.1.5, 52.2.1, 52.2.2, 52.2.3, 52.2.4, 52.2.5, 52.2.6, 52.2.7, 52.2.8		

I. PURPOSE

In keeping with our Mission Statement, the Los Alamos Police Department strives to provide quality pro-active law enforcement services to our community that promote an atmosphere of safety and security for both our residents and visitors while protecting the rights and guarantees provided under the Constitution of the United States of America and the State of New Mexico.

As part of our Core Beliefs, the Los Alamos Police Department recognizes the need to be responsive and transparent to the concerns of our citizens. As such, anyone who believes a member of the department has acted inappropriately may file a complaint either in person, by telephone, in writing, by mail, email, fax, or by any means anonymously. Complaints may be made by the person affected or by any third party.

II. POLICY

It is the policy of the Los Alamos County Police Department to properly and thoroughly investigate all complaints against the Department and allegations of misconduct by its members; to equitably determine the findings or conclusion of investigations; and to take the necessary and appropriate corrective and/or disciplinary actions.

Training may be used in conjunction with or in lieu of discipline when it can be shown that an act of omission or an error resulted from the Department's lack of training or the individual employee's failure to assimilate certain information. Remedial training is not discipline. Remedial trainings will be maintained in the employee's Department file. The Department may demand a certain level of performance be demonstrated following completion of training and prior to making a final decision considering the ultimate outcome of disciplinary proceedings. (26.1.4 (a))

Counseling may be used in conjunction with, or in lieu of, other forms of discipline when the act is unintentional, the act is minor in nature, and the result or potential result is of little or no consequences. The counseling may be on a formal or an informal basis. (26.1.4 (b))

Supervisors should create documentation of any counseling sessions including any evidence that the counseling session(s) has led to improvement in the circumstances from which the counseling arose.

III. DEFINITIONS

Citizen Compliment and Complaint Affidavit – Form used to properly document any allegation(s) of misconduct involving the Department or any of its members when the complaint is made by a citizen, and alternatively, to document compliments.

Competent Authority – Those employees within the Department who have Supervisory responsibility for the direction of subordinate members.

Complaint – An allegation of misconduct, violation of the law, or violation of a Department Policy, procedure or regulation.

Anonymous complaint: Complainant refuses to identify him or herself when filing the complaint.

Informal complaint: A known complainant refuses to sign written documentation of an allegation or complaint, or a routine matter that does not require a formal process.

Formal complaint: A known complainant wishes to pursue a formal (written and signed) complaint. The complainant must sign written documentation of the complaint.

Inquiry Investigation: An investigation that is resolved informally by obtaining information from an employee. An informal investigation can only be conducted for a minor complaint. The assigned Supervisor may interview the employee with no formal submission by the employee. The Supervisor then completes the summary with the interview results.

Formal investigation: An investigation where a formal investigative process is followed.

Memo to file: A non-disciplinary record of actions taken by a Supervisor to improve an employee's work performance.

Minor complaint: Complaint is regarding conduct/demeanor that is less than serious misconduct and punishable by no more than a written reprimand.

Serious complaint: Involves any incident that could constitute serious misconduct and action more than that of a written reprimand.

Criminal complaint: A criminal violation of law is or may be involved in the allegation(s).

Serious misconduct: Conduct which could result in suspension, demotion, or dismissal.

Complaint Records: Complaint Records will be maintained consistent with New Mexico. Investigations resulting in corrective action will be contained in the employee personnel file. All allegations of misconduct initiated by a Supervisor will be memorialized in writing.

Patterns of complaints: If a pattern of similar anonymous or informal complaints is identified, as determined by the employee's Supervisor or higher ranking Officer, the employee's Supervisor must initiate an internal review and assessment of the employee to determine if remedial training or counseling should occur. This Supervisory assessment will be documented in the employee's evaluation if corrective action was identified or via e-mail with a Bureau Commander if only the assessment occurred, but no corrective action was taken.

IV. SUPERVISORY ROLE AND AUTHORITY (26.1.5)

1. The primary responsibility for monitoring and controlling the actions of employees rests with their immediate Supervisor, who shall normally be the initiators of the disciplinary process. The Supervisor should use their knowledge of supervision, their knowledge of the particular employee, their knowledge of the particular infraction, and the circumstances surrounding the infraction to recommend corrective actions.
2. Any Supervisor has the authority to issue an informal conference, remedial training, or corrective discipline up to a written reprimand, when properly documented and approved by the Chief of Police. The employee will be offered the form to sign. A copy will be given to the employee and the original returned to the Chief's Office for filing in Human Resources.

- i. If the employee chooses to do so, he or she can request a meeting with the Chief of Police or designee to discuss a finding of a Memo to File or Written Reprimand. Such request shall be made within two working days of the issuance.
3. Only the Chief of Police may discipline an employee for cause resulting in a proposed action, i.e. suspensions, reductions in pay or position, or termination. When such determination is made, the Chief of Police will schedule a voluntary pre-disciplinary conference, to be held as soon as possible, prior to the issuance of any discipline. In situations involving an allegation of criminal misconduct, the Chief of Police may waive the pre-disciplinary conference.
 - i. Upon completion of the pre-disciplinary conference or, after the notice if the pre-disciplinary conference is waived, the Chief of Police will complete the disciplinary process. Thereafter, the appropriate Supervisor(s) shall implement the disciplinary action as directed.

V. COMPLAINT PROCEDURES

A. Initial Complaint

1. Any citizen contacting the department to make a complaint in person or by phone should be directed to a Supervisor. If the Supervisor is able to determine the employee mentioned in the complaint, the complainant should be put in contact with a Supervisor within that Section. Sometimes, the complainant may just want information about the complaint process. There are brochures in the lobby and the complainant should be provided an Allegation/Inquiry report. The nature and details of any complaint is not to be discussed with other members of the department.
 - i. The same process is utilized for Internal complaints and inquiries.

B. Supervisor Responsibility

1. Supervisors will meet with the employee(s) mentioned in the complaint/inquiry to discuss the nature of the complaint/inquiry, if it is not part of a covert investigation.
2. If an issue can be handled informally at the first line level, the Supervisor will email the appropriate Bureau Commander to include the complainant's identity (if known) and contact information, the substance of the complaint/inquiry, and how it was resolved.
3. For many matters that come to the attention of Supervision, an inquiry is required to either determine who was involved, or to gain basic information to determine if further action is required. An Allegation/Inquiry report is not needed when ordering an administrative report, unless the allegation is a formal complaint, involves the allegation of criminal activity, or if it appears the allegation will likely be sustained and that if the allegation were to be sustained, the resolution would likely result in a Written Reprimand or higher. If an inquiry develops information that warrants a recommendation of discipline, the Allegation/Inquiry report shall be completed.
4. If the issue cannot be resolved informally and it becomes a formal complaint, an Allegation/Inquiry report shall be filled out and forwarded to the Office of the Chief for assignment. The complainant shall be made aware that they will be contacted regarding the complaint, once assigned. The Supervisor will do a Chief's report providing a brief summary the complaint. Formal investigations of employees shall not occur until assigned.

5. If the issue could result in an Internal Investigation, the Chief, or designee should be contacted as soon as practical and the issue should not be discussed with anyone else.

C. Employee Cooperation

1. Employee(s) involved in Internal Investigations, Complaints, Tort Claim, and Inquiries are required to cooperate fully with the investigator(s); provide full disclosure of the facts and evidence, participate cooperatively in any and all tests; and fully and truthfully answer all of the investigator(s)' questions. Failure to comply will subject the member to disciplinary action up to and including termination.
2. Members are advised that as a condition of appointment, all Police Department facilities, work areas, furniture, files and file cabinets, computers, telephones, radio transmissions, weapons, Department vehicles and any issued equipment of any member are subject to search and inspection at any time.

D. Complaints

1. All complaints filed against the employees of the Department, to include anonymous complaints, shall be investigated whenever possible. This will include concerns relayed by telephone and those documented in letters, email, or via the Compliment and Complaint form. (52.1.1)
 - i. Any employee can receive a compliment on any department member. Compliments received in writing should be scanned and forwarded through the chain of command to the Chief's Office. Other compliments should be documented via email and forwarded in the same fashion.
2. All Department personnel will, upon request, make information available to the public on procedures to be followed in registering complaints against the Department or its employees. Persons who make inquiries about complaints should be provided a copy of the complaint procedure and the investigative process. (52.1.4)
3. All complaints received shall be forwarded through the Chain of Command to the Chief of Police as soon as practical. Allegations of Serious Misconduct requires immediate phone notification to the Chief of Police.
4. **Notifying the Chief of Police of Complaints (52.2.2)**
 - i. The Chief of Police shall be notified as soon as practical of complaints of a criminal nature or those that could potentially result in discipline greater than a written reprimand. The Chief of Police shall be informed of investigations of a lesser nature through a Chief's Report.

E. Records of Complaints (52.1.2)

1. The Department will maintain a record of all complaints against the Department or its employees. Records pertaining to current or ongoing internal affairs investigations will be maintained in a secure area.

F. Investigations of complaints (52.2.1 (a))

1. Line Supervisors will normally investigate inquiries and minor complaints. The results of their investigations will be forwarded to the Office of the Chief and the summary electronically copied to the appropriate Bureau Commander for review. When the name of the involved

employee is not known, the complaint is so noted. Do not guess. If the complainant is unsure, mark the Section unknown until the Supervisor taking the complaint or assigned to the probe can determine who was involved. There shall be a sixteen-day time limit for completing minor complaint investigations. Extensions, which must be requested via email, may only be granted by the Chief of Police in cases of extenuating circumstances.

2. There are inquiries, internal and external complaints, and Internal Investigations.
 - i. Although there is a distinction between an inquiry and a complaint, the Supervisor initially screening the complaint does not necessarily need to know which category a particular issue falls into. Simply follow the below listed guidelines and the determination will be made prior to the issue being resolved.
3. The following procedure will apply to the investigation of all minor complaints, to include anonymous minor complaints:
 - i. A copy of the signed complaint against an employee shall be provided to the complainant to verify that the complaint has been received for processing. A copy of the complaint procedure brochure will be made available to the complainant. (52.2.4 (a))
 - a. If not already documented such as in a letter or public form a complaint form is completed and the complainant (if known) is advised of the option to initiate a formal complaint. This process includes those received by phone. When the complainant is present, he or she will complete and sign the complaint when possible. The complaint will include a notation on how the complainant would like the complaint resolved.
 - ii. The employee(s) mentioned in the complaint shall be given a copy of the Allegation/Inquiry report (if required and not a covert investigation).
 - iii. The employee(s) mentioned in the complaint shall be directed to provide a written response (administrative report) to the allegation, and/or sit for an interview and answer questions. This is required and shall be completed as ordered. In most cases, the employee will be afforded at least one extra working day to respond if directed to complete a written response.
 - iv. The employee may request an extension with the Supervisor issuing the order and shall provide the basis for such request for an extension. If the employee does not receive approval for the extension, the employee shall comply with the order. In all cases, the confidentiality of the process shall be maintained by the County, the Supervisor, as well as the employee and the employee(s) representative(s), if applicable.
 - v. Garrity does not need to be invoked unless the issue includes potential criminal activity and in those cases an IA will likely be assigned.
 - vi. The assigned employee will investigate the complaint/inquiry to determine to the best of their ability what occurred.
 - vii. An email summary will then be completed in the following outline, which will then be forwarded to the appropriate Bureau Commander, the Deputy Chief, and the Chief of Police.

- a. **CFS/Case Number** (If there is one); Date and Time of Occurrence
 - b. **Documents Reviewed**- May include emails, video, recorded phone lines, disciplinary history, criminal history of complainant, etc.
 - c. **Complaint**- A summary of the complaint itself
 - d. **Investigation**- What the assigned employee did, what was discovered, and any potential violations of law, policy, Rules and Regulations etc. (specifically listed)
 - e. **Summary** – A short summation of the complaint and the investigation/inquiry.
 - f. **Recommendation**- A statement regarding whether a violation occurred and a recommendation on how the complaint/inquiry should be resolved to include a disciplinary recommendation, if appropriate.
- viii. The outline and any supporting documentation will be scanned and emailed and the originals will be forwarded in hard-copy to the Chief's office.
 - ix. The status of investigations should be communicated by the investigator periodically to the complainant. The status should be communicated any time there is a change in status and at the end of the investigation. (52.2.4 (b))

G. Investigations Conducted by Designated Internal Affairs personnel

- 1. Complaints of a criminal nature or those that could potentially result in discipline greater than a written reprimand may be formally investigated by the internal affairs function at the direction of the Chief of Police. The Chief of Police will be directly responsible for the internal affairs function, but may direct another employee to conduct all or part of actual investigation. The findings shall be reported directly to the Chief of Police. (52.1.3)(52.2.1 (b))
- 2. Each Internal Affairs investigation will be assigned a number through the Chief's office designated by a sequential number and year, e.g. IA2014-01. There shall be a thirty-day time limit for completing internal affairs investigations. Extensions may only be granted by the Chief of Police in cases of extenuating circumstances, which will be considered in approving extensions. (52.2.3)
- 3. The investigator(s) shall carefully follow all appropriate Department Procedures (especially those involving evidence), Los Alamos County Personnel Rules and Regulations, and New Mexico law as set forth under Articles 29-14-1 to 29-14-11 of the NMSA, 1978. Investigators shall observe the provisions of the Peace Officers Employer – Employee Relations Act.
 - i. It should be noted by the investigator(s) and Department personnel that are specifically excluded from the definition of sworn Police Officers in this Act are the following: Animal Control Officers, Detention Officers, Dispatch and administrative personnel.
 - ii. The investigator(s) shall provide the member(s) with an Administrative Notification (Garrity Warning), and a Notification of Internal Affairs Investigation specifying the nature of the complaint(s) and/or allegation(s). They shall further inform the member(s) under investigation that should the allegation(s) or other misconduct be discovered or sustained, they may be subject to disciplinary action. (52.2.5)
 - iii. Certain investigations, at the discretion of the Chief of Police, may delay notification; if doing so would protect the covert nature of the investigation. If any complaint requires a criminal investigation, separate investigators will be utilized to conduct the administrative and criminal investigation. Any statement taken under Garrity shall not be used in a criminal investigation. An employee under investigation from alleged criminal activity will be guaranteed rights afforded to them under the United States Constitution and New Mexico State Statutes. (52.2.5)

4. Members of the Department having knowledge of such complaints shall not discuss the complaint nor the allegations involved with anyone unless required to do in the performance of their duties or as required by Department policy. All such investigations are to be considered “CONFIDENTIAL.” An investigation is considered to be “active” as long as it is proceeding in a timely manner with a reasonable expectation that a conclusion or finding of fact will be made. The investigator(s) shall follow standard investigative techniques and procedures to ensure that evidence is secured in accordance with Department policies and procedures.
5. The investigations process listed above will be utilized.

H. Conclusion of Fact: (52.2.8)

1. **Findings or Conclusion** – The opinion rendered by the investigator, Supervisor, or other competent authority to summarize an investigation of misconduct. The Finding or Conclusion will take one or more of the following dispositions:

DO NOT include your personal opinions or observations in the investigative summary.

Sustained: The allegation is true and the actions of the Department and/or employee were inconsistent with policy.

Not Sustained: There is insufficient evidence to confirm or refute the allegation.

Policy Failure – Employee Exonerated: The allegation is true even though the actions of the employee were not inconsistent with policy, the complainant suffered harm. The Officer acted in good faith and within existing Department guidelines, Rules and Regulations; however, administrative concerns exist related to the policy failure that merits attention or further review. This finding must clearly detail how the particular policy or procedure involved is incorrect, improper and/or illegal.

Proper Conduct – Employee Exonerated: The allegation is true, but the action of the Department and/or the employee was consistent with policy and the complainant suffered no harm.

Unfounded Complaint – Employee Exonerated: The allegation is demonstrably false.

Not Involved: The investigation revealed the employee was not involved through misidentification or error. In this case, a summary detailing the error will be included.

I. Notifying the Chief of Police of Complaints (52.2.2)

1. The Chief of Police shall be notified as soon as practical of complaints of a criminal nature or those that could potentially result in discipline greater than a written reprimand. The Chief of Police shall be informed of investigations of a lesser nature through a Chief’s Report.

J. Other Examinations (52.2.6)

1. **Medical or laboratory examinations:** Medical exams or psychological/psychiatric examinations may be required of an employee in terms of fitness for employment, the results of which shall be reported to the Department. Laboratory examinations of blood, breath, or urine analysis may be required of an employee if he or she is accused or suspected of being under the influence of alcohol and/or a controlled substance while on duty or while performing under color of law while off duty. (52.2.6 (a))
2. **Photographs:** Photographs of employees may be taken or file photographs of employees may

be used in the course of an internal affairs investigation. Photographs include the public displays and those maintained in the Office of the Chief. (52.2.6 (b))

3. **Line ups:** Employees will only be directed to participate in a line-up as a part of a criminal investigation. (52.2.6 (c))
4. **Financial disclosure:** Employees may be required to submit financial disclosure statements, only if the disclosure is material to a particular internal affairs investigation. (52.2.6 (d))
5. **Truth verification:** In the course of an investigation, an employee may only be given a truth/deception verification examination with his or her consent and all questioning should be material to the particular internal affairs investigation. The admissibility of the results of such an examination in any subsequent criminal proceeding shall be determined by the Court. (52.2.6 (e))
6. **Hand Writing:** An employee may be required to provide hand writing exemplars or other evidence.

K. Chief of Police Actions

1. The Chief will review the material and either send it back for further investigation, or make a finding.
2. **Review of complaints:**
 - i. The Chief of Police or designee shall review all complaints.
 - ii. It shall be the policy and goal of the Department to review, investigate and promptly make findings concerning all allegations of employee or Department misconduct.
 - a. Occasional malicious and deliberate false accusations may be made against the Department or its employees, which will be investigated to protect the integrity of the Department or the employee, thereby instilling confidence in the Department. In some cases, the extent of investigations may be limited to substantiating the falsity of the accusations. When applicable, cases may be presented for the appropriate legal review of charges when malicious and deliberate false accusations are confirmed.
3. **Notifications:**
 - i. The employee(s) mentioned in the complaint will be notified of the outcome.
 - ii. The complainant (if known) is notified by either by phone, in person, or via a letter, by the Chief of Police or designee of the findings of the investigation once the investigation has been concluded. (52.2.4 (c))
4. The Chief will assign an employee the duty of tracking both compliments and complaints on a Master Compliment/Complaint log. Complaints/Inquiries that are unfounded or not sustained will not be attached to an employee file, but will be kept in a master complaint file until archived. Discipline at written or higher will be accompanied by the complaints that are founded or sustained, and will be copied within the Master Complaint file, copied to the employee's department personnel file, and the original to Human Resources. Data on complaints, inquiries, and IA's will be collected and analyzed by the Staff Services Commander.

- i. Compliments will be tracked and copied to both the departmental file and to Human Resources for inclusion in the employee's personnel file. Compliments may be shared within the department, County, and/or community at large.
- ii. Information regarding complaints will only be released in accordance with Public Records law.

L. Discipline for Cause and Progressive Discipline: (26.1.4 (c))

1. When prior discipline and counseling fails to correct behaviors, progressive punitive action shall be administered for repeated infractions of a minor nature, or when more serious administrative violations and/or any criminal violations may have occurred. It is unnecessary to follow progressive discipline in matters of serious misconduct.
2. Progressive discipline will take the following form:
 - i. Informal Conferences and remedial trainings, though not considered discipline, are the first step in the progressive disciplinary process as a means to correct behavior before disciplinary action becomes necessary.
 - ii. Written Reprimand
 - iii. Suspension
 - iv. Reduction in Rank or Position
 - v. Termination
3. If discipline, a Memo to File or remedial training is warranted, the appropriate Supervisor will be contacted to implement the finding.
 - i. A Memo to File or Remedial training will be documented and attached to the employee's Departmental file.
4. Discipline will be documented and attached to the employee's Departmental file and will be sent to Human Resources.

M. Relieving an Employee from Duty (52.2.7)

1. An employee may be relieved from duty pending investigation if a Supervisor believes that the integrity or best interest of the Department requires an immediate suspension due to the seriousness, particular circumstances, or possible criminal involvement of an offense.
2. The suspended employee and the Supervisor ordering the suspension shall be required to report to the office of the Chief of Police within twenty-four (24) hours, unless otherwise directed by the Chief. Upon hearing the facts of the case, the Chief of Police shall make a determination as to the employee's status.

N. Cases of Dismissal (26.1.7)

1. In the event of a dismissal the following information will be provided to the employee:
 - i. Official notice of the Disciplinary Order citing the reason for dismissal. (26.1.7 (a))
 - ii. In addition, the employee shall be provided with written notification of the effective date of dismissal. (26.1.7 (b))

- iii. Finally, the employee shall receive a written statement of the status of any benefits due following dismissal, and a statement as to the content of the employee's employment record relating to the dismissal. (26.1.7 (c))
- iv. NOTE: This procedure does not apply to entry-level probationary employees.

O. Disciplinary Appeal Procedures (26.1.6)

- 1. Disciplinary appeals may be made in accordance with County Policy. Appeals of demotion, suspension, or dismissal are to be in accordance with the Los Alamos County Personnel Rules and Regulations, Rule 608.2.

P. Records of Disciplinary Actions (26.1.8)

- 1. All disciplinary actions shall be in writing. A recommendation for disposition of the case will accompany the Investigative summary.
- 2. The original record will be filed in the Human Resources Department in the employee's personnel file.
- 3. The Chief of Police may maintain a duplicate copy of those records maintained in the employee's Department personnel file.
- 4. Records shall be regulated by State law and Department policy.

Q. Annual Statistical Summary of Complaints (52.1.5)

- 1. The Staff Services Commander will compile an annual statistical summary based on the records of inquiries, complaints, and internal affairs investigations, to include the number, type, and disposition. Employee information will not be contained within the report.

R. COMPLAINTS AGAINST THE CHIEF OF POLICE

- 1. Complaints against the Chief of Police of a criminal nature shall be directed to the New Mexico State Police. All other complaints of misconduct shall be directed to the County Manager.

Approved by:



Dino Sgambellone
Chief of Police

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109 Training and Career Development			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	16.3.5, 33.1.1, 33.1.2, 33.1.3, 33.1.4, 33.1.5, 33.1.6, 33.1.7, 33.2.3, 33.2.4, 33.3.1, 33.4.1, 33.4.2, 33.4.3, 33.5.1, 33.5.2, 33.5.3, 33.5.4, 33.6.1, 33.7.1, 33.7.2, 33.8.1, 33.8.2, 33.8.3, 33.8.4		

I. PURPOSE

The purpose of this General Order is to establish training needs and procedures for members of the Department and to comply with State training requirements.

II. POLICY

It is the policy of the Los Alamos County Police Department to provide the best possible training for its members in order to provide high quality service to the citizens of our community; develop personnel for promotional and special assignment opportunities; provide for professional development; and to comply with State training requirements as per:

1. NMAC 10.29.7.8. - In-Service Training Cycle for Law Enforcement Officers
2. ACA 4-ALDF-7B-10 - Basic Detention Officer Training
3. NMAC 10.29.7.9 – Training Cycle for Telecommunicators

III. DEFINITIONS

Training – Instruction and/or practice in the development of knowledge, skills and abilities desired or needed to meet specific requirements, certifications or needs in order to perform specific duties, jobs or functions or to operate vehicles, equipment or other devices proficiently.

Training Requests – Refers to the approved request form(s).

IV. PROCEDURES

A. TRAINING COMMITTEE (33.1.1)

1. The Department shall establish and maintain a training committee.
2. The Department will have a training committee selected by the Chief of Police. If a member leaves, the chief of Police will select a replacement. Committee members shall seek input from all personnel and functions of the Department. (33.1.1 (b))
3. The Training Committee shall be a standing committee comprised of the staff members of the Department who shall assume their role in this committee on the basis of their position within the organization. ABLE may serve as the training committee given the broad representation and regular meeting of the attendees. (33.1.1 (a))
4. The Training Unit shall periodically report on training progress, training programs, training concerns and issues, and other matters, which may be of interest to the committee and may ask for input from the committee concerning training issues. (33.1.1 (c))
5. Training matters may be addressed at weekly staff meetings, or monthly management team meetings. The Training Committee shall be responsible for contributing input to training

decisions and shall be responsible for assisting, through their attendance and input during staff meetings, in the development and implementation of training programs conducted and/or hosted by the Department. (33.1.1 (d))

6. The committee shall report to the Staff Services Commander. (33.1.1 (e))

B. DUTIES AND RESPONSIBILITIES OF DEPARTMENT MEMBERS

1. Members of the Department have an obligation to keep their certifications, knowledge, skills and abilities current to enable them to perform the duties and responsibilities of their assignments.
2. Members of the Department will give adequate notice to their respective Supervisors of training needs to maintain their respective certifications so that re-certification training can be scheduled before any lapse in certification occurs.
3. Upon completion of any training and the receipt of any certificate for training or license, the member is required to supply a copy of such to the Training Unit for inclusion in the member's training file. The Training Unit may supply a course evaluation to be completed by the employee.

C. ATTENDANCE REQUIREMENTS (33.1.2)

1. The Department shall require attendance of employees assigned to authorized training programs, unless reasonable grounds exist to be excused from the training, and/or suitable arrangements for substitute training have been made in advance. In the case of unexcused absence, the Department may require the employee, at his or her own expense and time, to make up the unexcused time in addition to other possible disciplinary action, if applicable.
2. The Department shall require an employee to provide the Training Unit certificates of completion or evidence of attendance of training.
3. The Department will ensure copies of training certificates received by members for completion of training are placed in their training files and records of all training are documented in Department electronic files and available to the member at his or her request.

D. TRAINING REIMBURSEMENTS (33.1.3)

1. Generally, the expenses for employees who are ordered to attend assigned training shall be paid by the employer. The employer will pay registration fees, tuition charges for the training school, seminar, educational or other instructional programs. Other expenses will be paid by the employer as indicated in County Policy 910.
2. All reimbursements require original receipts and completed expense report to be submitted with monthly P-card statements.
3. This policy does not preclude an employee from attending non-mandatory elective training (example, employee wants to attend a conference on their own time that has not been approved by the Department as mandatory, but is granted extended time off to attend). Such requests will be submitted to the Chief of Police in writing using the same procedure as mandatory training.
4. Requests for training shall be submitted on the Training Request/Approval form and be forwarded to the employees' immediate Supervisor, with all course information, course registration forms, and all costs associated with meals/travel/lodging/tuition attached. Requests for training may be self-initiated or initiated by the employees' Supervisor. The

request is then forwarded to the Training Unit, and then the employee's Bureau Commander. The Chief of Police or designee will approve or deny all training requests which will then be forwarded to the Training Unit for further processing.

E. LESSON PLANS (33.1.4)

1. All certified training courses conducted by the Department will be accompanied by a lesson plan. The lesson plan will be maintained by the Training Unit. The plan may be contained in a presentation such as a power point but will include:
 - i. A statement of performance and job-related objectives. (33.1.4 (a))
 - ii. The content of training and specification of the appropriate instructional techniques. (33.1.4 (b))
 - iii. Submission to the Training Unit for formal approval by the Chief of Police or designee. (33.1.4 (c))
 - iv. Identification of any tests used in the training process. (33.1.4 (d))

F. REMEDIAL TRAINING (33.1.5)

1. The Department will utilize remedial training as a constructive tool to reinforce, retain, and refine an employee's knowledge, skills, and abilities in keeping with the goals and objectives of the Department. The criteria used for requiring remedial training should be based on recurring errors or deficiencies in performance and may be part of corrective action linked to counseling, reprimand, or other disciplinary action.
2. The need for remedial training will normally be identified through observed performance and evaluations done by the employee's Supervisors; however, a remedial training recommendation can be made by any Supervisory staff member, with the training assignment ultimately being approved by the Chief of Police.
3. Remedial training shall be scheduled as soon as practical and will be required to be satisfactorily completed by the employee.
4. The Department may identify in-service training of a remedial nature or may choose to use facilities or courses of instruction outside the Department which will address the remedial training need(s) of the employee(s).

G. UPDATING EMPLOYEE RECORDS (33.1.6)

1. Employees shall submit a copy of all training certificates to the Training Unit for all County approved or sponsored training. The Training Unit shall maintain an electronic file for each member containing a list of programs attended and dates of attendance, and shall place a copy of any applicable certificate and/or document of attendance and performance (if applicable) in the employee's training file and forward a copy to Human Resources Department to be included in the employee's personnel file.

H. TRAINING RECORDS (33.1.7)

1. The Department shall maintain records of each training class it conducts, to include:
 - i. Course content (lesson plans). (33.1.7 (a))

- ii. Names of attendees. (33.1.7 (b))
- iii. Performance of individual attendees if measured by tests. (33.1.7 (c))

I. RELATIONSHIP WITH TRAINING ACADEMY (33.2.3) (33.4.3 (d))

1. Liaison will be maintained between the Department and the training academy by the Training Unit to ensure participation as needed. Department members may be called on to assist with conducting training or input on class content at the academy when approved by a supervisor. The Department will select an academy for recruits that meet the legal requirements of the New Mexico Department of Public Safety. Certification of a recruit by the New Mexico Law Enforcement Academy Board shall serve as proof of compliance of the recruit with training standards promulgated by the Department of Public Safety. Financial obligations of the Department to the academy will be processed through the County's Finance Department for course or program fees and any applicable expenses. Liability insurance is maintained through Los Alamos County.

J. NEW HIRE ORIENTATION

1. All newly appointed personnel shall receive information regarding:
 - i. The Department's role, purpose, goals, policies, and procedures. (33.2.4)
 - ii. Working conditions and regulations.
 - iii. Responsibilities and rights of employees.

K. INSTRUCTOR TRAINING (33.3.1)

1. As soon as practical after assignment, the Department requires that personnel assigned to the training function receive Instructor Training. This training will include at a minimum:
2. Lesson plan development. (33.3.1 (a))
3. Performance objective development. (33.3.1 (b))
4. Adult education and teaching techniques. (33.3.1 (c))
5. Testing and evaluation techniques. (33.3.1 (d))
6. Resource availability and use. (33.3.1 (e))

L. RECRUIT TRAINING/PROHIBITION FROM CARRYING FIREARM OR MAKING ARRESTS (33.4.1)

1. The Department shall require all sworn Officers to complete a recruit training academy program and become certified Peace Officers prior to assignment in any capacity in which the Officer is required to carry a weapon or is in a position to make an arrest, except as part of a formal field training program.

M. JOB TASK ANALYSIS-BASED TRAINING/ FIELD TRAINING PROGRAM (33.4.2)

1. The Department's recruit training program shall include:

- i. A curriculum based on tasks of the most frequently assigned duties of sworn and non-sworn employees. (33.4.2 (a))
- ii. The use of evaluation techniques designed to measure competency in the required skills, knowledge, and abilities. (33.4.2 (b))

N. NON-SWORN/CIVILIAN TRAINING (33.7.1)

1. Section Supervisors for non-sworn employees newly hired or assigned will develop a set of criteria based on tasks of the most frequently assigned duties and use evaluation techniques designed to measure competency in the required skills, knowledge, and abilities. Section Supervisors are responsible for all annual, certification, and re-certification of those employees under their command. All training will be documented and maintained in an electronic database for each employee. Dispatchers, Detention Officers, and Public Service Aides require in-service and/or pre-service training.
2. At a minimum all newly appointed civilian personnel will receive information on:
 - i. the Department's role, purpose, goals, policies, and procedures; (33.7.1 (a))
 - ii. working conditions and regulations; and, (33.7.1 (b))
 - iii. responsibilities and rights of employees. (33.7.1 (c))
3. Additionally, to ensure that Department personnel receive initial and on-going training commensurate with their responsibilities, Supervisors will make sure that the following positions receive training when required: (33.7.2)
 - i. Detention Officers
 - ii. CDC personnel
 - iii. Records personnel
 - iv. Animal Control personnel
 - v. Volunteers

O. SWORN OFFICER FIELD TRAINING

1. The Department maintains a Field Training Manual which is used to guide Field Training.
2. Officers and sworn Recruits through the required training and document the Recruit's Progress. The procedures outlined in that manual will be followed in addition to the policies outlined here.
3. Newly hired recruits will be trained and certified in accordance with the regulations set forth by the New Mexico Law Enforcement Academy.
4. Those Officers who do not require attendance at the academy will be assigned to the Field Training Program where they will be given Instruction including Department policies, procedures, Rules and Regulations.
5. To supplement this training, they may also be required to attend specific classes made available through the Los Alamos Police Department, the New Mexico Law Enforcement Academy or private vendors. This ensures that all recruits regardless of their experience or training receive Department specific training.
6. Curriculum provided to new recruits is based on requirements of the New Mexico Law Enforcement Academy and developed around the most frequent assignments of Officers. A variety of evaluation techniques have been designed to measure competency in the required

skills, knowledge, and abilities. These guidelines are set forth in the New Mexico Law Enforcement Academy Reference Guide.

P. Field Training program

1. The Department shall establish a field training program for all newly sworn Officers with a curriculum based on tasks of the most frequent assignments.
2. All recruit and lateral Officers will be assigned to a Field Training Officer Program. These assignments are made by the Operations Commander and Field Training Program Coordinator or designee and are designed to teach the recruit/lateral Officer tasks of the most frequent assignments of Officers. Each recruit/lateral Officer assigned to the Field Training Officer Program should be rotated through at least two (2) FTOs, and should be exposed to each shift assignment during the program. (33.4.3 (f)) The Field Training Officer program will last for a period no less than 13 weeks for out of state recruits. In-state laterals will last for a period no less than six weeks. These weeks/shift rotations will be in the field and will not include the classroom training such as firearms and use of force. (33.4.3 (a))
3. Trainees will be evaluated daily using daily observation reports which evaluate a standardized list of performance characteristics designed to measure competency in the required skills, knowledge, and abilities. The criteria will be compliant with state training mandates and all applicable legal requirements relevant to the performance of duties. (33.4.3 (g))
4. Trainees will receive an end-of-phase evaluation which summarizes their performance in that phase and recommends either moving on to the next phase or extension of the current phase.
5. The selection process for Field Training Officer (FTO) will include a bid posting (when applicable), written recommendation by a Supervisor with an endorsement by the Bureau Commander, outlining why each supports the bid the recommendation(s) will then be forwarded to the Chief of Police. (33.4.3 (b))
6. Supervision of Field Training Officers will be assigned to the Field Training Program Coordinator. The Field Training Program Coordinator will maintain and update, at least yearly, the FTO Manual to assure compliance with Federal, State and Local laws, County and Department policies and Accreditation Standards. (33.4.3 (c))
7. Training of field training Officers will be conducted at a recognized FTO training course. In-service training will be conducted on an as-needed basis and scheduled by the Field Training Program Coordinator. (33.4.3 (e))
8. The selection of the FTO assigned to a particular recruit is at the discretion of the Field Training Program Coordinator.
9. Field Training Officers are required to provide written documentation of recruit performance during each phase of training and submit documentation to the Field Training Program Coordinator. (33.4.3 (h))

Q. IN-SERVICE, ROLL-CALL, AND ADVANCED TRAINING

1. In-service training is designed to ensure that personnel are kept up to date with new laws, technological improvements, and revisions in Department policy, procedures, rules, and regulations on an annual basis. (33.5.1)
2. All sworn personnel will be required to complete an annual retraining program, inclusive of weapons qualification and Response to Resistance.

3. The Training Unit, in conjunction with the Chief of Police and the Bureau Commanders, shall identify specific topics for in-service review/retraining during each year relevant to all employees.
4. Reserve Officers will receive in-service training equivalent to that of full-time Officers performing like functions. (16.3.5)

R. ROLL-CALL TRAINING (33.5.2)

1. The Department will transmit information to members through the use of roll-call training to supplement, but not replace, in-service training. Roll-call training will vary in frequency and duration and will be scheduled as needed.
2. Roll-call training may include a wide variety of techniques, including, but not limited to lecture, videotapes, written documents, audiotapes, and discussions.
3. Supervisors will be responsible for documenting the attendance of their Officers at assigned roll-call training sessions and for ensuring that all their Officers have been exposed to the training materials by forwarding a signed acknowledgement to the Training Unit.
4. While formalized roll-call training is the responsibility of the Training Unit, the training function may utilize members who have received up-dated and/or specialized materials to prepare and/or present roll-call segments.

S. SPECIALIZED TRAINING (33.6.1)

1. Specialized training will be required for various assignments including, but not limited to: Firearms Instructor, Bomb Team Member, Armorer, Honor Guard, K-9 Officer, Crisis Negotiator, Certified Instructor in specific topics such as Defensive Tactics, Defensive Driving etc. Training needs are dependent upon certification requirements, training deemed necessary by the Department for the development and enhancement of the skills, and post-assignment specific needs. (33.6.1 (a))
2. If retraining for a specialized assignment is required, the Supervisor of the specialty team or assignment will ensure the retraining is sufficient to meet the needs of the Department. (33.6.1 (b))
3. The Department encourages specialty in-service training or supervised on-the job- training, which is designed to encourage personal growth and development in new areas of interest and specialization and to enhance the overall potential of the employee for upward mobility. The Training Unit will assist members in locating specific training needs. (33.6.1 (c))

T. CAREER DEVELOPMENT PERSONNEL TRAINING (33.8.1)

1. Supervisors within the Department are assigned to conduct career development activities for their personnel, documented annually on the Career Track Form. As part of the annual evaluation process, employees and their Supervisor will discuss the subordinate's career development goals for the coming year.
2. Therefore, Supervisors will be trained in accordance with the Career Track Development process, as soon as practicable once promoted, to enhance their knowledge and skill of career development techniques.

U. SKILL DEVELOPMENT – PROMOTIONS (33.8.2)

1. The Department shall provide job-related training prior to promotion or as soon as practical following promotion.

V. CAREER DEVELOPMENT PROGRAM (33.8.3)

1. The Department will provide a Career Development Training Manual for all personnel which outline the related training courses for all assignments. The guide will include core training for their position and also include certain elective training courses to improve their skills, knowledge, and abilities. Employees and their Supervisors should use this guide to identify and request core training for other positions of interest. These requests may be approved based on the needs of the individual and the Department.

W. ACCREDITATION TRAINING (33.5.1)

1. The Department shall familiarize all personnel with the accreditation process as follows:
 - i. As a portion of an employee's introduction to the Department's accreditation process, function, and applicable standards will be provided.
 - ii. Personnel will be introduced to the accreditation process within thirty days of being hired and will be provided specific instruction in accreditation standards applicable to their job description and/or function. (33.5.3 (a))
 - iii. Training and information will be given to all Department personnel during the self-assessment phase associated with achieving initial Department accreditation. (33.5.3 (b))
 - iv. Prior to a CALEA on-site, a memorandum will be distributed explaining the process and detailing each member's duties and responsibilities. (33.5.3 (c))
 - v. Supervisory personnel will be actively involved in preparation and will be encouraged to involve all the members of the Department to participate as much as possible in the on-site evaluation of the Department.

X. ACCREDITATION MANAGER TRAINING (33.5.4)

1. Personnel assigned to the position of Accreditation Manager will attend specialized accreditation manager training within one year of appointment.

Approved by:



Dino Sgambellone
Chief of Police

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113 Public Information			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	54.1.1, 54.1.2, 54.1.3		

I. PURPOSE

The Los Alamos Police Department is committed to informing the public and news media of events that affect the lives of citizens in the community with openness and candor, by providing media personnel access to or details of incidents. The Department shall provide the media access to the public information function, and **assist media personnel in covering news stories at the scenes of incidents. (54.1.1 (a))**

II. POLICY

1. The public information function of the Los Alamos Police Department is defined as follows. The Chief of Police is the official spokesperson for the Department. The Staff Services Bureau Commander shall act as the Department's Public Information Officer (PIO). The PIO will be available for on-call responses to the news media. The Chief of Police will be notified and coordinate all formal press conferences held pertaining to matters related to the Department. The Deputy Chief, a Bureau Commander, the Supervisor in charge of a shift, or designated Officers may release information to the media at the scene of an incident; from Department files, or on matters concerning an ongoing criminal investigation, as long as the release of information would not jeopardize investigations and would not violate the constitutional rights of victims/complainants/suspects, in accordance with applicable law.
2. Records personnel will be responsible for the ongoing routine release of records to media personnel in accordance with this policy.
3. Media releases shall be prepared as necessitated by specific occurrences in the Department's service area or to address specific issues or concerns of the Department. (54.1.1 (b))
4. Information about cases and statistics will be available from the Department when requested by the media.
5. Media release information shall be provided to the media in an equitable manner.
6. When a news release has been issued, the following persons or functions in the Department will receive a copy which may be distributed in electronic format to Command Staff and the County PIO.
7. All Information released will conform to State Records Retention laws and Federal CFR Regulations, when applicable.

III. PROCEDURES

A. Release of Victim, Witness, and Suspect Information

1. Information that may be released pertaining to victims, witnesses and/or suspects prior to arrest is limited to the following and must be coordinated and approved by the PIO or designee: (54.1.1 (d))

- i. A description of the offense, including a brief summary of events.
- ii. Location, date and time of the offense.
- iii. Property loss (not to include a dollar amount) injuries sustained or damage resulting from the event.
- iv. Identity of the victim except that of a victim in the case of a sexual assault, death, in situations where the next of kin have not been notified, or when the victim is a juvenile.
- v. Information regarding unidentified suspects such as a physical description or vehicle description when such release will not hinder or jeopardize the investigation or apprehension of the suspect(s).
- vi. Identification of fugitive suspects for whom an arrest warrant has been issued.
- vii. Criminal background information of a fugitive when the public should be alerted to any danger.

B. Information Prohibited from Release Prior to Arrest

1. The following information will not be released prior to any arrest:
 - i. The identity of any suspect who is not charged.
 - ii. The identity of victims or witnesses when such information could subject them to danger or extreme embarrassment.
 - iii. The identity of any sexual assault victim.
 - iv. The exact location of a sexual offense when such information could lead to the identity of the victim.
 - v. The identity of any juvenile.
 - vi. Exact information about a weapon or other physical evidence.
 - vii. Any information that could be known only by those responsible for the offense – “Investigative Keys.”
 - viii. Conjecture about fugitives or suspects.
 - ix. Mug shot of suspect unless such release is authorized by the Chief of Police.
 - x. Any misleading or false information.
 - xi. The dollar amount taken in a burglary, larceny or robbery.

C. Release of Information Subsequent to Arrest

1. The following information may be released subsequent to the arrest of a suspect:
 - i. Time, date and location of the arrest.
 - ii. Defendant’s name (except juveniles), age, residence, usual occupation, and marital status.
 - iii. Criminal charges.
 - iv. Facts and circumstances relating to the arrest such as any resistance, pursuit or possession or use of a weapon.
 - v. The name of the arresting Department and the name(s) of the arresting Officer(s) unless such information would place the Officer(s) in danger.
 - vi. Pretrial release or Detention arrangements, location of Detention, and the amount of bond (if any).
 - vii. Scheduled dates for various steps in the judicial process.

D. Information Prohibited from Release

1. The following information will not be released:
 - i. Comments about the suspect’s character or reputation or opinions regarding his or her guilt or innocence.

- ii. The name and address of the suspect's employer unless the incident or offense is specifically related to such employment.
- iii. Information about the existence or content of any confession, admission or statement made by the suspect.
- iv. The suspect's refusal to make a statement or submit to tests or examinations.
- v. Results of any tests or examinations to include B.R.A.C. or B.A.C. results in D.U.I offenses.
- vi. Re-enactment of the crime.
- vii. Information that the suspect directed investigators to the location of any evidence.
- viii. The identity, testimony or credibility of any witnesses.

E. News Conference (54.1.1 (c))

- 1. If the need for information is such that a media conference is warranted, the Office of the Chief or a designated PIO will make arrangements and assist the media and Department personnel in setting up a news conference.
- 2. The Chief of Police will designate the Department spokesperson for a media conference based on the facts and circumstances surrounding the incident.

F. Multiple Department Information Releases

- 1. When multiple agencies are involved in an activity with the Department, all involved agencies will be consulted regarding the release of information to the news media prior to such release. Our PIO will support this effort in any way possible (54.1.1 (f))
- 2. When another Department initiates any activity within the County, that Department will be responsible for releasing information about its activity to the news media.
- 3. In a death investigation jointly conducted by the Department, Office of the Medical Examiner (OMI) and the District Attorney's Office, the primary responsibility for the release of information regarding the investigation to the news media lies with the Department.
- 4. The PIO will coordinate any release of information concerning a death investigation with the OMI and the District Attorney's Office. He or she will release ONLY that information pertaining to the Department's involvement in the investigation.
- 5. The OMI will release information regarding the cause of death unless the OMI has agreed to allow the Department's PIO to do so.

G. News Media Access (54.1.3)

- 1. The Department will facilitate the news media's access to information, ensuring that the release of such information conforms to applicable law and policy; that personnel and the public are not endangered; and that the integrity of the investigation is preserved.
- 2. The Department does not issue news media credentials. The Department will however deny access to the scene or any crime or to Department records to any news media representative who interferes in an investigation while at the scene of the incident or who obtains and releases information prohibited or restricted by law.
- 3. News media representatives will not be allowed access to any area or scene where such access would compromise evidence, disrupt operations or deployments nor to an area where their presence would jeopardize a member of the Department or a citizen. News media access will be determined on a case-by-case basis by the ranking Officer on-scene, the investigator in-

charge, or the Chief of Police or his or her designee.

4. Although the scene of a fire, natural disaster or other catastrophic event may be closed to the general public, news media representatives are exempt from such restriction and will not be denied access solely because of the danger. When danger is the only consideration, news media personnel will be advised of the dangerous condition(s) and will be responsible for their own safety and decisions to enter the incident area. News media representatives will not be allowed to interfere with Police, Fire Service, Rescue or any other First Responder, government or private activities nor the general traffic flow at the scene of any incident or crime.
5. At the discretion of the ranking Officer on scene or and/or the PIO, a media perimeter may be established closer to the scene than the perimeter established for the general public. Safety, security of the scene and preservation of evidence will be the determining factors.

H. Detention Center

1. News media access to the Detention Center or any person(s) detained by Officers of the Department in any Detention Center, will only be granted upon the authorization of the Chief of Police, or his or her designee, and will be coordinated by the PIO.
2. Other than booking photographs and security videos taken during routine booking and processing or investigative videos and photographs taken for evidentiary purposes as part of an investigation, photographs, films, and videos may only be taken within the Detention Center upon authorization of the Chief of Police or his or her designee. No inmate or detainee will be photographed, filmed or videoed or otherwise recorded by the news media inside a Detention Center without his or her written consent. A copy of such written consent shall be placed in the detainee's file.
3. News media requests for interviews with persons in custody will first be approved by the Chief of Police or his or her designee and coordinated by the PIO.
4. In considering a news media request to interview a person in custody, primary consideration will be given to the safety and security of that person. Any media exposure which would endanger an inmate or detainee while in the custody of the Department will be denied.
5. Prior to authorizing inmate/detainee interviews, the PIO, or designee, will obtain approval from the appropriate prosecuting attorney and obtain a written consent from the inmate/detainee to be interviewed. Such written consent will be placed in the individual's file.
6. Members of the Department will not prevent the photographing, filming or video recording of any person in custody while in public places nor will they prevent brief comments to reporters by any person in custody in public places unless safety and/or security considerations dictate otherwise.

I. Release of Confidential Information

1. Information deemed "Confidential" due to its intelligence or investigative nature will not be released without the express coordination and authorization of the Chief of Police. (54.1.1 (e))

J. Activation of the Public Information Officer

1. When the ranking Officer on the scene of a crime or other incident determines the news media presence and/or the volume of media inquiries cannot be adequately handled by on-scene personnel, the PIO, or his or her designee, will be contacted for assistance.

2. The PIO will immediately obtain a briefing from the on-duty Shift Supervisor and will assume responsibility for news media relations and the preparation and release of any information.
3. After conferring with the Shift Supervisor, the PIO will either respond to the scene of the event or, when necessary, establish another location for meeting with the news media and take charge of disseminating any information to them.

K. Mass Media Notifications

1. The PIO will be responsible for any and all news releases to the mass news media. The Chief of Police, or his or her designee, will approve the content and dissemination of news releases to the mass news media. The PIO will also be responsible for the safety governing the activities of members of the news media at the scene of any incident under the control of the Department.

L. Newsworthy Information

1. Newsworthy information concerning promotions, projects, special programs, operations, DUI Checkpoints, public safety concerns, or other activities and events of possible interest to the public or the community should be forwarded to the PIO in writing well in advance of the effective date(s) when possible or either in person or by phone when there is an urgent need to release such information.

M. Public Requests for Inspection and Copies of Department Records and/or Information

1. Members of the Department will follow the County's guidelines regarding the compliance with the Inspection of Public Records Act (§ 14-2-1 NMSA). The County's guidelines are posted on the Intranet.
2. New Mexico State information can be found on the Attorney General's website.
3. All Public Records Requests will be turned in to the Department's Records Section for processing. The Office Manager is designated by the Chief of Police as the Public Records Custodian for the Department. The Records Custodian has authority to release information deemed routine. The Chief of Police shall be notified of all requests deemed non-routine.
4. Requests for the inspection of non-exempt records will be processed at the time of the request or within three business days unless the request is deemed excessively broad or burdensome. If such request is deemed to be excessively broad or burdensome, the Public Records Custodian must, (pursuant to § 14-2-10 NMSA), notify the requestor that additional time is needed to respond. Such notification must be provided within fifteen calendar days after the receipt of the inspection request.
5. Individuals requesting to inspect records will be seated in the Records Section and monitored while conducting such inspection. Under no circumstances will they be left alone or allowed to remove documents from the file.
6. Individuals may request and obtain copies of documents. The Department may apply a fee to copy requested material. Monies collected will be properly deposited in accordance with County Procedures.

N. Exempt Records

1. Every person has the right to inspect any public records in the state of New Mexico with the following exceptions:

- i. records pertaining to physical or mental examinations and medical treatment of persons confined to any institution;
- ii. letters of reference concerning employment, licensing or permits;
- iii. letters or memorandums which are matters of opinion in personnel files or students' cumulative files;
- iv. Law Enforcement records that reveal confidential sources, methods, information or individuals accused but not charged with a crime. Law Enforcement records include evidence in any form received or compiled in connection with any criminal investigation or prosecution by any Law Enforcement or prosecuting Department, including inactive matters or closed investigations to the extent that they contain the information listed above;
- v. as provided by the Confidential Materials Act;
- vi. trade secrets, attorney-client privileged information and long-range or strategic business plans of public hospitals discussed in a properly closed meeting;
- vii. public records containing the identity of or identifying information relating to an applicant or nominee for position of president of a public institution of higher education;
- viii. tactical response plans or procedures prepared by the state or a political subdivision of the state, the publication of which could reveal specific vulnerabilities, risk assessments or tactical emergency security procedures that could be used to facilitate the planning or execution of a terrorist attack;
- ix. other records as defined by the State Statute.

O. Media Review of Public Information Directives (54.1.2)

1. The Department will involve the media in the development of new or changes to existing directives, policies and procedures relating to the public information function. It will be the responsibility of the Office of the Chief to seek input from the media in an effort to ensure effective working relationships between the Department and media personnel.

Approved by:



Dino Sgambellone
Chief of Police

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114 Line of Duty Death and Injury			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	22.2.4		

I. PURPOSE

The purpose of this General Order is to set guidelines and procedures regarding notifications and assistance to family members of Los Alamos County Police Department personnel killed or seriously injured in the line of duty. (22.2.4)

II. POLICY

It is the policy of the Los Alamos County Police Department to provide all possible assistance to the immediate survivors of a current member who is killed in the line of duty, whether feloniously or accidentally. Likewise, all possible assistance will be provided to immediate family members of personnel seriously injured in the line of duty.

III. DEFINITIONS

SERIOUS INJURY – means any injury resulting in the hospitalization (other than treatment and release) of a member, or their incapacitation.

IV. PROCEDURES

1. Immediate family members will be notified without delay in the event an on- duty death or injury requiring hospitalization or other incapacitation by the Chief of Police or designee. Where possible, such notification shall be made in person. The individual making such notification may be accompanied by appropriate personnel from the Department or community (E.g., a chaplain or member of the clergy, etc.). The names of deceased or injured members of the Department will not be released to the media prior to the notification of the immediate family and family members living in state. Such release will be made by the Department's Public Information Officer (PIO) after being cleared by the Chief of Police.
2. Family member(s) will be given assistance in responding to the hospital or other location(s) as needed.
3. Assistance will be rendered in the care of children or other dependents, pets, or other matters needing immediate assistance.
4. A command Officer, or other Department member designated by the Chief of Police, will be assigned as a liaison to the family and will remain with the family while at the hospital or other location as requested. The liaison Officer will arrange transportation for the family and any other possible assistance.
5. The liaison Officer will keep the family informed of all developments if a criminal investigation surrounds the death, prior to any news release.
6. The liaison Officer should assist the family by screening them from the news media. The liaison should assume this responsibility unless requested otherwise by the family. The liaison

Officer should attend any news media interviews and “screen” questions presented to the family that may jeopardize the investigation or any legal proceedings.

7. The liaison Officer shall assist the family in regard to explaining and/or obtaining any counseling services, insurance or other benefits and community services.
8. The liaison Officer will discuss arrangements with the Survivor. The Survivor must be made aware of the potential magnitude of the Police funeral. All options for the service will be presented to the family. The Survivor will make all decisions, and these decisions will be final even if not the wishes of the Department.
9. Members killed in the line of duty are eligible for certain ceremonial rituals at their showing hours and funeral. It must be reiterated that the Survivor has the final say regarding funeral planning.
10. A marked cruiser and Officer may be posted outside the incapacitated or deceased employee’s home from the time of the fatality or injury through the end of the funeral day or stay at the hospital. The duty of this detail is to discourage any visits from media or others, unless the Family Liaison Representative indicates the family wishes to speak with the media.
11. The liaison Officer shall remain in contact with the family and arrange for assistance the Department may be able to render (E.g., assistance with home or car repairs, etc.).
12. The Chief of Police shall arrange a “Critical Incident Debriefings” after the death or serious injury of a Department member for those who may have been directly involved in the incident; and for those members of the Department who wish to participate.

Approved by:



Dino Sgambellone
Chief of Police

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115 Employee Assistance Program			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	22.2.3, 22.2.6		

I. PURPOSE

To establish guidelines for Los Alamos County Police Department employees requesting Employee Assistance Program (EAP) services. The EAP Program provides professional consultation and referral to assist with a wide spectrum of work, family, and personal issues. This service is available anytime, any day for employees who need assistance in areas where they are having difficulty. (22.2.6 (a))

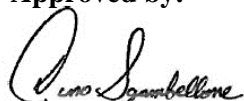
II. POLICY

It is the policy of the Los Alamos County Police Department to provide its employee's access to the Personnel Support Service and the Employee Assistance Program provided by the County based on the provisions of the current contract. (22.2.3)

III. PROCEDURES

1. Employees requesting Employee Assistance Program services can contact the EAP Provider directly in regard to available services or they can contact the Human Resources Benefit staff with any questions regarding the benefit. (22.2.6 (b)) All inquiries will remain confidential. The EAP Provider will give the employee a list of providers based on the services needed. EAP provides a 24-hour hot line for appropriate and timely services. (22.2.6 (c))
2. In addition, the County can require an employee to obtain counseling services which is kept in a confidential manner. These mandates may be made in an effort to prevent incidents in the workplace as a part of the disciplinary process. (22.2.6 (e)) The County Human Resources Department is responsible for supervising the mandated program of personnel support services. (22.2.3)
3. Any referrals by Supervisory members of the Police Department to employees experiencing problems that could affect their ability to perform their job will be to the County's EAP. It will be the responsibility of the EAP Peer Counselor to refer the employee to specific services or resources specific to their particular issue. (22.2.6 (d))
4. The Human Resources Department provides information to employees regarding the benefits available, as well as helping Supervisors to be aware of employee rights and the various programs available to all employees. Human Resources provides Supervisory personnel with training consisting of responsibilities and at risk behaviors identification. (22.2.6 (f))

Approved by:



Dino Sgambellone
Chief of Police

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116 Personnel Early Warning System			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	35.1.9		

I. PURPOSE

- A. A comprehensive Personnel Early Warning System (EWS) is an essential component of good discipline in a well-managed Law Enforcement Department. The Department should not be faced with investigating an employee for a serious case of misconduct only to find there was an escalating pattern of less serious misconduct which could have been abated through intervention. The early identification of potential problem employees and a menu of remedial actions can increase Department accountability and offer employees a better opportunity to meet the Department's values and mission statement.
- B. The Department shall have a Personnel Early Warning System to identify employees who may require intervention efforts. The Early Warning System will be monitored by the Office of the Chief and those personnel designated as part of the Internal Affairs Function, including Bureau and Section Commanders. When the Early Warning System is triggered, designated personnel will be notified including those assigned on an ad-hoc basis to the Internal Affairs Function, as well as the employees Bureau and Section Commanders when appropriate.

II. POLICY

- A. **Initiating review:** The EWS will initiate when an employee has reached has four documented events within a four (4) month period; this will start an informal review. (35.1.9(a))
 1. Supervisors will conduct an informal review of their current evaluation data and a review of those specific events in an effort to identify or determine if a pattern of conduct exists. Supervisors shall collect, review, and report the following material to help evaluate potential issues with employee performance and behavior:
 - i. Evaluations
 - ii. RTR/A Reports
 - iii. Traffic Crash (Accidents)
 - iv. Attendance Records
 - v. Internal Affairs
 - vi. Complaints
 - vii. Discipline
 - viii. Counseling's
- B. **Reporting requirements:**
 1. The complaint reporting process, internal affairs function, disciplinary processes, and RTR/A data in addition to personnel evaluations and attendance records shall be reported and utilized to evaluate employee conduct and behavior. (35.1.9(b))
 2. Supervisors within the Department will collect, review, and evaluate this information to assist in determining if they or the Department needs to initiate a review of potential issues with employee performance and behavior.

3. Documented **annual evaluation of the system** of reporting and review shall be conducted by the Chief of Police, or designee, to ensure potential employee behavior patterns are appropriately addressed in a timely manner. (35.1.9(c))

C. Supervisory responsibilities:

1. **All Supervisors** will be responsible for the **collection and coordination** of information within and between functions in which one of their employees is involved. (35.1.9(d))
2. Any employee who has **four documented** events within a four (4) month period will require, at a minimum, an informal review of their current evaluation data and a review of those specific events in an effort to identify or determine if a pattern of conduct exists that may require intervention. This review will initially be done by those assigned to the Internal Affairs and personnel function when an employee reaches the established threshold.
 - i. If the initial review satisfies the inquiry that no pattern of conduct exists that may require intervention, no further action is needed.
 - ii. If the file review does not satisfy the inquiry, the immediate Supervisor will be directed to meet with the employee to discuss his or her performance and/or behavior. This meeting will be conducted in an effort to determine or identify if a pattern of conduct exists and what intervention actions (i.e. counseling, progressive discipline, training, EAP, etc.) can be taken to remedy the situation.
3. Supervisory personnel shall **forward information to the next level in the chain of command** if it appears a pattern of conduct and/or behavior is being exhibited which merits intervention above and beyond more traditional methods, such as counseling and training. (35.1.9(d))
4. The Chief of Police or designee will maintain and review data collected and available for all employees within their Bureau periodically to ensure the Personnel Early Warning System is being used and reviews by Department Supervisors are being conducted consistent with this policy. These processes include the collection of data relating to sick and injury leave usage, RTR/A data, accidents, evaluations and complaint information supplied by the Office of the Chief and/or Section Supervisors. (35.1.9(d))
5. **Remedial training:** Most complaints and disciplinary issues are reviewed by first line Supervisors, with remedial training recommended at that level. Further remedial action (i.e. progressive discipline, mandatory training, EAP, etc.) may be deemed necessary as issues progress through the chain of command. (35.1.9 (e))

D. Employee Assistance Program: (35.1.9 (f))

1. Employees may be provided employee assistance through an Employee Assistance Program (EAP) or through other sources recommended for behavioral modification, conduct or conflict resolution, training, counseling outside of the normal EAP channels, etc. (See 115).

III. PROCEDURES

A. Activation:

1. The Personnel Early Warning System shall activate when an employee has three or more sustained complaints of misconduct within four months. It can also activate when a Supervisor notices a pattern of conduct occurring with an employee.

2. The Commander of Staff Services shall notify, in writing, the Bureau Commander of the involved employee that the Personnel Early Warning System has been activated. The Chief of Police shall receive a copy of the notice. The notification should include:
 - i. The date of the incident(s)
 - ii. The general allegations
 - iii. The disposition of the incident(s)
 - iv. Any discipline administered
3. The Supervisor of the involved employee should then review the employee's files consisting of, but not limited to:
 - i. Use of force
 - ii. Sick or other leave use
 - iii. Performance evaluations
 - iv. Disciplinary actions
 - v. Traffic Crash (Accidents)
 - vi. Internal Affairs
 - vii. Complaints
 - viii. Counseling's
4. The Supervisor shall submit a written response, through the chain of command, to the appropriate Bureau Commander with their findings, and a plan for improvement, if applicable. Possible corrective measures may include, but are not limited to:
 - i. Counseling by peers, Supervisors or commanders
 - ii. Referral to a Department authorized mental health professional
 - iii. Remedial training to address identifiable problems
 - iv. Reassignment or transfer
5. The Bureau Commander shall review the written response and forward to the Chief of Police for approval of the recommended action.
 - i. The Bureau Commander shall be responsible to ensure any corrective measures are accomplished, and submit a report to the Chief of Police with the final results.
 - ii. All corrective measures shall be implemented within applicable Department policies and procedures and the County Personnel Rules and Regulations.
6. The employee's Supervisor will notify the employee of the review when it is initiated and the basis for the review. The employee shall be notified in writing of the final determination.

B. Review:

1. The Personnel Early Warning System shall be reviewed annually to evaluate the system's effectiveness and make changes as required.

Approved by:



Dino Sgambellone
Chief of Police

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118 Personnel Issues and Secondary Employment			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	22.3.4, 22.3.5		

I. PURPOSE

The purpose of this General Order is to ensure consistency and compliance with Los Alamos County Police Department procedures and the Personnel Rules and Procedures established by Los Alamos County and overseen by the Human Resources Department.

II. POLICY

It is the policy of the Los Alamos County Police Department to comply with all of the policies and procedures developed by the Human Resources Department of Los Alamos County and approved by the County Manager and the County Council. The approved policies and procedures are available on the County's website on the Intranet.

III. DEFINITIONS

None at this time.

IV. PROCEDURES

A. Personnel Issues

1. All members of the Department will comply with the Department's guidelines and the County's Personnel Rules and Procedures. The County's Human Resource Department provides guidelines and assistance regarding the rules and procedures and their advice should be sought whenever questions or issues arise. In instances where questions, problems, issues or conflicts arise, they shall be forwarded through the chain of command to the Chief of Police for resolution. Except for personal matters, the chain of command will be followed. General Orders issued by the Chief of Police on the following areas are in conjunction with County policy and included here in support thereof for guidance in personnel issues.
2. The Human Resources Department assists the Chief of Police with the following areas:
 - i. Personnel Recruitment, Selection and Hiring
 - ii. Sworn Police positions abide by requirements found in NMSA 29-7-6.
 - iii. Discrimination
 - iv. Compensation, Benefits and Working Conditions
 - v. Off-Duty Employment
 - vi. Career Development
 - vii. Annual and Mid-Year Performance Evaluations
 - viii. Promotions
 - ix. Grievance Procedures
 - x. Disciplinary Procedures and Actions
 - xi. Retirement Program
 - xii. Health Insurance Program
 - xiii. Disability and death benefits program
 - xiv. Liability Protection program
 - xv. Employee educational assistance program

B. Succession Planning

1. In order to assist the Department in maintaining authorized staffing levels, Supervisors, when meeting with their direct reports during the annual and mid-year performance evaluations, will review with the employee their career goals to identify training needs, promotional aspirations, transfers to other areas of the Department, retirement and any other options that may affect staffing levels in the Department and its various Bureaus and Sections. Changes affecting the Department staffing levels, career goals, training needs, and so forth will be reported through the chain of command so that preparations can be made for recruiting, selecting, training or otherwise assisting the employee and the Department.

C. Secondary Employment(22.3.4)

1. All Secondary Employment is subject to review and approval and is defined as any outside employment. Outside employment is off-duty, outside regular employment hours with Los Alamos County. Employees of the Los Alamos Police Department prior to engaging in any outside employment or business, shall submit notification of such in writing to the Chief of Police on an annual basis. Such outside employment or business must comply with State Law, County and Department Policies, and the Code of Ethics. No illegal activity is allowed nor shall any outside employment or business bring discredit to the County or the Police Department.
2. All notifications to the Chief of Police regarding outside employment shall contain a detailed listing of the significant aspects and responsibilities of such outside employment. The Chief of Police maintains the authority to deny any request.
3. Employment with the Los Alamos County Police Department shall be considered the primary employment of all Department Personnel. No outside employment shall interfere with the ability to respond to call-back by the County.
4. An employee may request annual leave to engage in outside employment. Approval of such leave will be regulated by the Los Alamos County Personnel Rules and Regulations concerning grants of annual leave.
5. No employee of the Department shall conduct any other business or engage in outside employment during paid working hours.
6. The Chief of Police or his or her designee shall oversee and monitor outside employment or business activities for violations of State Law, County and Department Policies and Procedures, and the Code of Conduct. Violations of these may result in revocation of the members outside employment or disciplinary action up to and including possible termination. Any instances regarding outside employment or business activity brought to the attention of the Chief of Police or his or her designee which was not previously approved shall be documented, reviewed, and when deemed necessary, appropriate action will be taken.
7. Sworn/non-sworn employees will generally not be permitted to work secondary employment where the nature of the employment or the place where it is performed could bring disrespect or discredit to the employee or the Department of Police or could impair the employee's efficiency or capabilities, or interfere with the employee's response to a Department call-out, or interfere with the employee's job responsibilities.

D. Extra Duty/ Overtime

1. Officers engaged in overtime or extra duty assignments will be **governed at all times by the Rules and Regulations, general orders and administrative orders**, and will **only perform activities necessary to keep peace and order** and enforce the laws and ordinances of the County of Los Alamos and the State of New Mexico. (22.3.5 (b)) Special details, annual events, or other short-term Department sanctioned overtime opportunities posted do not require an

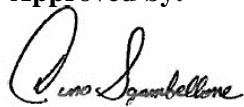
annual secondary employment request so long as they are approved by a Sergeant or higher. (22.3.5 (a)) Such duty will be restricted by the guidelines found in this General Order and County Rules and Regulations. All overtime must be approved by a Sergeant or higher. The Chief of Police, Deputy Chief, or any Bureau Commander may review, cancel or deny any Extra Duty or overtime if it is deemed not to be in the best interests of the Department. Such denial may be subject to appeal and further review by the Chief of Police. (22.3.5 (c))

2. Officers in their field training period will not normally be allowed to work extra duty assignments. They will become eligible for extra-duty employment upon successful completion of their field training. This restriction may be waived by the Chief of Police or his or her designee or for advanced field training opportunities.
3. The on-duty Watch Commander and CDC are to be notified when a member is working their extra duty or special duty, which shall include location, times, contact number, and whether or not the detail is being worked in uniform or plain clothes. (22.3.5 (d))
4. Officers should be constantly aware of the image they project on extra duty assignments and shall avoid such actions that would reflect negatively upon the Officer, the Department or the County of Los Alamos. Officers should use discretion when consuming food or drink in public areas.

E. Extra Duty Assignments:

1. If an Officer is unable to work their assigned extra-duty job and has to seek a substitute, this shall be his or her responsibility. If practical, attempt to contact one of the other Officers who signed up for the original detail.
2. In the event of a severe emergency, the Officer should attempt to get a substitute and then notify their Supervisor.
3. Any calls received regarding employee's conduct while assigned or showing up late for assignments will be forwarded to employee's Supervisor. Following an evaluation of the complaint, the Supervisor will make a recommendation to the Chief in an effort to resolve the complaint or misconduct to include prohibiting the employee from working the detail. Officers who are unable to show up for a special-duty job must speak with their Supervisor directly. Vendors must be notified immediately if an Officer is unable to work an extra-duty job by the assigned employees.
4. In the event an Officer's schedule is changed and that Officer has been previously assigned to an extra-duty job that interferes with the schedule change, he or she must notify his or her Supervisor to make them aware of the situation. For all other circumstances, once an employee has committed to an extra-duty job it is his or her responsibility to find a replacement.
5. Officers assigned to work an extra-duty detail are responsible for documenting all work and completing all paperwork associated with any disturbances or arrests that occur during their employment.
 - i. All paperwork will be submitted to a Supervisor prior to the end of the Officer's detail.
 - ii. Any injuries that occur will be reported to a Supervisor immediately. (22.3.5 (e))

Approved by:



Dino Sgambellone
Chief of Police

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119 Workplace Violence			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:			

I. PURPOSE

The purpose of this General Order is to ensure consistency and compliance with Los Alamos County Police Department procedures and the Personnel Rules and Procedures established by Los Alamos County.

II. POLICY

It is the policy of the Los Alamos County Police Department to provide a work environment that is free from workplace violence. Violent behavior and threats of violence against other Los Alamos County Police Department employees is considered unacceptable conduct and prohibited.

Intimidating, coercing, threatening, discriminating against, or taking reprisal against a Los Alamos County Police Department employee for assisting with an investigation of a complaint or for reporting violent behavior or threats of violence is prohibited.

III. DEFINITIONS

Workplace Violence: Hostile or aggressive physical contact with another person; a statement or body gesture that threatens harm to another person; or a course of conduct that would cause a reasonable person to believe that he or she is under threat or harm.

IV. PROCEDURES

1. Employees shall immediately notify a Supervisor when he or she is a target of workplace violence or threats of violence or when he or she knows of violent behavior or threats directed at others.
2. An employee of the Los Alamos County Police Department who believes that immediate action is required to respond to a threat of life or to a situation that could result in serious bodily harm should contact the CDC and have the on duty patrol Shift Commander respond immediately to the situation.
3. Personnel shall cooperate with those investigating workplace violence incidents, including the Human Resources Department, internal affairs investigators, and private investigators hired by management.
4. Supervisors must be alert to potential instances of violent behavior or threats of violence and take immediate appropriate action.
5. Supervisors must immediately notify the Human Resources Department and also their next higher level of management or supervision upon receipt of an allegation of workplace violence or upon observation of behavior, verbal exchanges, etc., that indicate workplace violence may occur or may have occurred.

6. Supervisors must take prompt disciplinary action as appropriate.
7. After a complaint of workplace violence has been substantiated, Supervisors must monitor the situation to ensure that the behavior has stopped and take reasonable action to prevent or stop retaliation.
8. Supervisors must take action when a non-employee, such as a vendor, contractor, or facility user exhibits violent behavior or threatens an employee or other non-employee or when an employee exhibits violent behavior or threatens a non-employee. Such action may include removal of the non-employee from the workplace and must include reporting the incident to the Human Resources Department who then notifies the non-employee's employer when appropriate.
9. In accordance with the Los Alamos County Administrative Procedure Guideline, index no. 1125 (Nov. 7, 1997), any employee removed from the workplace under this policy may be placed on administrative leave during the investigation.
 - i. A Supervisor who has removed a Department member from the workplace in connection with this policy must consult with the Los Alamos County Human Resources Department before returning the Department member to the workplace. If appropriate, a Department member may be sent for a fitness for duty examination before return.
10. Failure to comply with the provisions of this General Order may result in discipline, up to and including termination from employment.
11. An internal investigation and/or disciplinary action does not preclude an independent Police investigation or criminal prosecution where such action is warranted.

Approved by:



Dino Sgambellone
Chief of Police

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120 Anti-Harassment			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	26.1.3		

I. PURPOSE

The purpose of this General Order is to ensure consistency and compliance with Los Alamos County Police Department procedures and the Personnel Rules and Procedures established by Los Alamos County.

II. POLICY

It is the policy of the Los Alamos County Police Department to promote a professional atmosphere free of any form of illegal discrimination or harassment, based on race, color, religion, sex, age, national origin, sexual orientation, gender identity, disability, veteran status, or other protected class. Members of the Los Alamos County Police Department shall not engage in any verbal, non-verbal, hostile environment, sexual, or third party harassment.

III. DEFINITIONS

Verbal Harassment: any unwelcome comment which ridicules, denigrates, insults, belittles, or displays hostility or aversion towards a person's national origin, race, color, religion, age, gender, sexual orientation, gender identification, disability, or other protected status.

Non-verbal Harassment: Any unwelcome distribution, display or discussion of any audible, written or graphic material which ridicules, denigrates, insults, belittles, or shows hostility or aversion toward an individual, or group because of national origin, race, color, religion, age, gender, sexual orientation, gender identification, disability, or other protected status.

Hostile Environment Harassment: Unwelcome conduct by one individual against another individual based upon his or her protected class which is sufficiently severe, persistent or pervasive that it alters the work environment conditions and creates an environment that a reasonable person would find hostile or offensive, "Hostile" must be based on all of the circumstances, to include, but not limited to, the frequency of the conduct, its severity, and whether it is reasonably perceived as intimidating, offensive or humiliating,

Sexual Harassment: Includes unsolicited and unwelcome sexual attention, verbal or physical conduct of a sexual nature, when such conduct:

1. Is made explicitly or implicitly a term or condition of employment;
2. Substantially interferes with an individual's work performance; or
3. Has the purpose or effect of creating an intimidating, hostile, or offensive working environment.

Examples of sexual harassment include, but are not limited to: sexual innuendos, suggestive comments, insults, threats, or jokes; suggestive or insulting noises, staring, leering, whistling, or obscene gestures; propositions or pressure to engage in sexual activity; touching, pinching, cornering or brushing up against the body or sexual assault; inappropriate comments concerning appearance; sexual or sexually insulting written communications, displays of sexually explicit

materials: use of employer's computer system for purpose of sharing or disseminating sexually explicit material; employment decisions which are based upon sexual relationship; harassing behavior directed toward another because of that person's gender. (26.1.3)

Third Party Harassment: Any conduct which causes a third party to be directly offended by the conduct or communication of others or when a person other than a County official or employee, is party to the alleged harassment.

Retaliatory Harassment: Occurs when adverse actions are imposed against individuals who have reported allegations of harassment or discrimination or have participated in a harassment or discrimination investigation.

IV. PROCEDURES

A. General

1. All Supervisors of the Los Alamos County Police Department must be familiar with this policy and not make statements or behave in a manner which could reasonably be construed as harassment. Supervisors must be alert to potential instances of harassment in the course of providing supervision and address all allegations or suspected occurrences in accordance with this policy and Los Alamos County Administrative Procedure Guideline "Harassment Policy and Procedure", index No. 1120.
2. Supervisors who are found to have engaged in conduct prohibited by this policy or who fail to take prompt and appropriate action in response to harassment are subject to progressive disciplinary action, up to and including termination.
3. All Supervisors shall also participate in harassment training annually. All other Department members shall participate in harassment training bi-annually.

B. Complaint Procedures

1. Department members who believe they are being or have been harassed are encouraged to promptly and firmly notify the offender that his or her behavior is offensive and unwelcome. The individual may, whether or not such notification is ineffective or impossible, make a verbal or written complaint to their Supervisor, the next level Supervisor or the Employee Relations Manager in Human Resources (HR). The complaint may also be made to any other HR management staff member. Any Supervisor who receives a complaint or witness improper conduct shall promptly document and report the complaint to Human Resources and the Chief of Police through his or her chain of command. (26.1.3)

C. Retaliation

1. Retaliation against an individual who makes a report of harassment is a serious violation of this policy and should be reported immediately. Any Department Member found to have retaliated against another for reporting harassment will be subject to disciplinary action, up to and including termination. No adverse employment action shall be imposed on a Department Member as punishment for:
 - i. Filing or responding to a bona fide complaint of harassment or discrimination;
 - ii. Appearing as a witness in the investigation of a complaint; or
 - iii. Serving as an investigator.
2. Nothing in this policy shall prohibit a Department Member from filing a complaint directly with the Equal Employment Opportunity office or the New Mexico Human Rights Division

office. Contact numbers for these agencies are available in HR. Department Members should be aware that there are time limits for filing complaints with these entities. Information and contact numbers are posted in the official notices displayed at various worksites as well. Any of these avenues may be used should the Department Member feel that he or she cannot obtain appropriate relief within the steps as explained in this policy. Department Members are encouraged, but not required, to seek consultation with the HR Manager or the Chief of Police before filing a formal complaint with an outside Department.

Approved by:

A handwritten signature in black ink, appearing to read "Dino Sgambellone".

Dino Sgambellone
Chief of Police

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121 Brady/Giglio Requirement			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:			

I. PURPOSE:

A Department and its personnel could be subject to liability in Court for failing to disclose to a prosecutor any evidence that may be considered exculpatory or favorable to a defendant. This policy will serve to ensure that Los Alamos County Police Department personnel are in compliance with the requirements set forth in the United States Supreme Court decisions of Brady v Maryland (1963) and Giglio v United States (1972) and their progeny.

II. ORDER / POLICY:

It is the policy of the Los Alamos County Police Department that all personnel who complete investigative reports include within those reports all potentially exculpatory evidence revealed during the investigation. All potentially exculpatory evidence shall be provided to prosecuting attorneys along with the case.

III. DEFINITIONS:

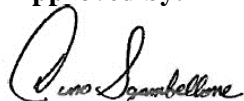
Duty to Disclose: The decision of Brady v Maryland (1963) places an affirmative constitutional duty on a prosecutor to disclose exculpatory evidence to a defendant. This duty has been extended to Police agencies through case law, requiring Law Enforcement agencies to notify the prosecutor of any potential exculpatory information.

Exculpatory Evidence/Brady Material: Evidence in the government's possession that is favorable to the accused and that is material to either guilt or punishment, including evidence that may impact the credibility of a witness.

IV. Procedure:

1. Personnel of the Los Alamos County Police Department shall document in the narrative or supplemental Section of their case report all investigative activity involved in an investigation, including exculpatory information.
2. All physical exculpatory evidence will be collected, entered into evidence and processed. All processing results whether incriminating, exculpatory or inconclusive shall be documented in the case report.
3. Prior to any Court hearing, Department personnel shall meet with the prosecuting attorney and ensure that all exculpatory evidence is known to the prosecuting attorney, including any impeachment evidence which may be used against any witness or Department personnel.

Approved by:



Dino Sgambellone
Chief of Police

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122 Volunteer Program			
Effective Date:	June 15, 2017	Rescinds: Amends:	
Distribution:	All Personnel	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	16.4.1, 16.4.2, 16.4.3		

I. PURPOSE

The purpose of this General Order is to establish the duties, responsibilities and procedures governing the recruitment, direction and control of the Los Alamos County Police Department Volunteer Program.

II. POLICY

It is the policy of the Los Alamos County Police Department, through the Chief of Police, to appoint qualified volunteers to assist in providing Police services to the citizens of the community.

III. DEFINITIONS

AUXILIARY MEMBER/VOLUNTEER- Any person who performs a service for the Los Alamos Police Department without promise, expectation, or receipt of compensation for services rendered. This includes volunteers working as chaplains, interns, parade detail assistance, fingerprinting assistance, youth involved in Explorer Posts and other services that may be needed by the Police Department. Auxiliary members, volunteers, and chaplains, are not sworn Officers. (16.4.1 (a))

IV. PROCEDURES

A. Recruitment

1. Volunteers shall be recruited on a continuous and ongoing basis consistent with the Los Alamos Police Department's policy on equal opportunity nondiscriminatory employment. The primary qualification in the application process shall be the interest in assisting the Los Alamos Police Department and serving the public.

B. Screening

1. All volunteers shall complete the Los Alamos County Volunteer application form and submit to the Los Alamos Police Department.
 - i. If warranted, a documented background investigation shall be completed on each volunteer applicant and shall include, but is not necessarily limited to, the following:
 - a. Traffic and criminal record
 - b. A Department Employee shall conduct a face-to-face interview with all applicants who have passed the background investigation. Personnel from the anticipated assignment are also invited to attend this interview. The result of this interview shall be pass or fail.

C. Selection and Placement

1. Upon their selection, applicants shall receive a confirmation letter prior to the start of service. The volunteer will also be scheduled for the issuance of the official LAPD ID card and a key

to access the areas of the Police Department and/or Animal Shelter for which their services are needed.

2. All volunteers are required to attend a LAC orientation at which they will receive a copy of the volunteer handbook.
3. All volunteers are required to sign the following agreements:
 - i. Gender or Sexual Orientation and Racial, National Origin Discrimination and Intimidation Policy
 - ii. Computer Use Agreement
 - iii. Confidentiality Agreement
 - iv. Liability Waiver
 - v. Volunteer Agreement
 - a. These signed documents shall be maintained by the Coordinator/ administrator in the volunteer's employee file.
4. Volunteers or auxiliary members shall be placed only in job assignments or programs that are consistent with their knowledge, skills, abilities and the needs of the Department. The duties will not be the same as a sworn Police Officer and they do not have the authority to make a full custody arrest. Auxiliaries may be assigned to Law Enforcement related community service functions. They can also be used as a resource in emergencies and large-scale special events. (16.4.1 (b))
5. Any volunteer whose conduct reflects poorly upon the Los Alamos Police Department or County of Los Alamos may be removed from the volunteer program.

D. Training (16.4.2)

1. Volunteers or auxiliary members shall be provided with an orientation program to acquaint them with the Department, personnel, policies, and procedures that have a direct impact on them as a volunteer.
2. Volunteers shall receive position-specific training by their assignment Supervisor, or designee, to ensure that they have adequate knowledge and skills to complete the tasks required in their position.
3. Volunteers shall receive periodic ongoing training as required or as deemed necessary by their Supervisor.
4. Orientation shall reinforce to volunteers that they may not intentionally represent themselves as, or by omission infer that they are, sworn Officers or other full-time members of the Department. They shall always represent themselves as volunteers.
5. All volunteers shall comply with the rules of conduct and with all orders and directives, either oral or written, issued by the Department.

E. Fitness for Duty

1. No volunteer shall report to work or be on duty when his or her judgment or physical condition has been impaired by alcohol, medication, other substances, illness or injury.
2. Volunteers shall report to their Supervisor any changes in status that may affect their ability to fulfill their duties. This includes but is not limited to, the following:

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- i. Driver's license
 - ii. Driving history
 - iii. Medical condition
 - iv. Arrests
 - v. Criminal investigations
3. Volunteers must notify their Supervisor, in writing, of any enforcement action taken by a Law Enforcement Department (this would not include a warning, but would include a driving citation). The notification of such action will not necessarily result in discipline or dismissal. Any determination of fitness for duty resulting from enforcement action shall be made at the discretion of the volunteer coordinator, based on the disqualifiers.

F. Vehicle Use

1. All employees are required to carry a valid driver's license and County identification when driving a County Vehicle. Any volunteer riding in a County Vehicle must have signed a waiver. All other County Vehicle use is governed by the County Manager Rules and Regulations.

G. Dress Code (16.4.3)

1. Volunteers shall conform to Department-approved dress consistent with their duty assignment.
2. Any clothing or uniform shall be readily distinguishable from those worn by sworn Officers.
3. Volunteers shall be prohibited from wearing any Departmental insignia (to include the use of the Los Alamos Police Badge – regardless of accompanying text around the badge). The only approved insignia embroidery containing a badge, shall be the Los Alamos Police Volunteers in Policing Logo. All other specialized embroidery requests shall be forwarded to the Volunteer Coordinator.
4. No volunteer shall wear his or her uniform or identifiable parts of that uniform while off duty (this shall include embroidered clothing).
5. Volunteers shall be required to return any issued uniform or Department clothing at the termination of service.

H. Confidentiality

1. Volunteers shall not address public gatherings, appear on radio or television, prepare any article for publication, act as correspondents to a newspaper or other periodical, release or divulge any information concerning the activities of the Department, or maintain that they represent the Department in such matters without permission from the proper Department personnel.
2. Employees shall not post any photograph or recording obtained while participating in any Los Alamos County Police Department event or official duty to any social networking site, personal web-site or any other media of similar design and purpose.

I. Property and Equipment

1. Volunteers shall be issued an official volunteer identification card that must be worn at all times while on duty.

2. Any fixed and portable equipment issued by the Department shall be for official and authorized use only.
3. Any property or equipment, including the identification card, shall remain the property of the Department and shall be returned at the termination of service. Failure to return Departmental policy may result in the filing of criminal charges.
4. Volunteers may be allowed access to Departmental computers and the computer network. This shall be only after the volunteer has signed and agreed to the LAC IT User Agreement as provided by the IT Department.

J. Disciplinary Procedures / Separation

1. A volunteer may be separated from the Los Alamos Police Volunteer program at the discretion of the Chief of Police. Volunteers are not considered employees of Los Alamos County and are therefore not afforded the ability to fill an appeal in the event they are released from the program. All separations shall be reported to the Command Staff, for review. When possible, this review should take place *prior* to the separation of the volunteer.

Approved by:



Dino Sgambellone
Chief of Police

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123 Jurisdiction, Mutual Aid and Requesting of Assistance			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	2.1.1, 2.1.3, 2.1.4		

I. PURPOSE

The purpose of this policy is to provide necessary Law Enforcement services across jurisdictions, as the Los Alamos Police Department must work in cooperation with multiple Law Enforcement agencies to effectively serve. Los Alamos Police Department must establish clear boundaries, and ways to request or provide assistance to other agencies. (See also the Unusual Occurrence Manual)

II. POLICY

A. JURISDICTIONAL BOUNDARIES (2.1.1)

1. The fundamental geographical boundaries of Los Alamos County are shown on the Los Alamos County Geographic Information System (GIS) and shall constitute the primary area of jurisdiction for Officers to operate within. The system and a boundary map are maintained by County of Los Alamos and are periodically updated to reflect current annexations. The GIS map can be found at the following website: <http://www.losalamosnm.us/gis/Pages/default.aspx>
2. Official geographic boundary records are maintained by the Los Alamos County Clerk's office.

B. MUTUAL AID (2.1.3)

1. **Legal status of responding agencies:** When another Department is requesting to assist, their responding units are considered to be a functional portion of this Department and to be protected by all laws applicable to this Department. Responding units are responsible to the public as governed by all laws, to this Department, the New Mexico State Statute, and/or agreements set forth in any Mutual Aid Compact. Los Alamos Police Department accepts and abides by the conditions of the New Mexico Intrastate Mutual Aid System (IMAS), in accordance with Intrastate Mutual Aid Act, 12-10b-5 NMSA 1978, the Chief of Police or their designee, may call upon the Sheriffs or Chief of Police of other counties/ cities, the Mayors and/or Chief Executive Officers or other municipalities and/or the New Mexico State Police Chief via the Governor of the State of New Mexico to provide additional manpower as needed for riot, insurrection, invasion, disaster, or other emergency. The Chief of Police will adhere to County Manager policy #0955, "*Use of Part-time and Reserve Police Officers for Emergency Purposes*". (2.1.3 (a))
2. Provider Department personnel have **legal authority** to perform under any Mutual Aid Compact. (2.1.3 (b))
3. **Mutual aid may be requested** at any time when this Department is incapable of responding with sufficient manpower and/or resources to satisfactorily address any specific incident. The Officer in charge may request mutual aid Department(s) by any means of telecommunication or by personal contact. (2.1.3 (c))
4. **Requesting or providing mutual aid:** The Officer in charge may request or provide temporary mutual aid unless otherwise specified in General Orders or any Mutual Aid Compact. (2.1.3 (d))

5. Personnel responding to a mutual aid request shall **report to the ranking Officer** from the Department making the request that is on scene. (2.1.3 (e))
6. **Radio communications** should be maintained between the agencies involving mutual aid. The Incident Commander, if identified or the Senior Officer in charge will coordinate radio communications between the agencies on the scene and will establish an Incident Command Post in the event of extended emergencies. Extra radios will be kept with in Dispatch for situations where outside agencies need radio communication on our system. (2.1.3 (f))
7. Due to the mutual benefit derived from any Mutual Aid Compact, there will be **no charge for equipment** or labor, nor shall the Department be responsible for any damages to equipment. Officers and equipment responding to or on the scene of an emergency are entitled to the same benefits under any pension or indemnity fund of their employer. (2.1.3 (g))
8. **Review of agreements:** Mutual aid agreements shall be reviewed and/or revised under the terms of the agreements. (2.1.3 (h))
9. In the event this Department is receiving or providing **mutual aid for an extended period** of time, the Operations Bureau Commander will be contacted to ensure continuity of Operations. The Chief of Police will be notified as soon as possible of all extended emergencies where our Department is the provider or recipient of mutual aid.
10. **Mutual aid units responding will not be expected to carry out any order or directions contrary to their policy or procedures.** Mutual aid units will advise the ranking Officer of the requesting Department on the scene of the inability to carry out any order or directions in violation of Los Alamos policies or procedures.
11. All arrests by responding personnel in a requesting Department's jurisdiction will be coordinated by the ranking Officer of the requesting Department on the scene.

C. REQUESTING FEDERAL AID/NATIONAL GUARD (2.1.4)

1. **Federal Department aid:** Federal agencies, such as FBI, ATF or Secret Service will not normally be called upon to provide assistance in emergency situations. In the event assistance is needed, the Shift Supervisor may make the request up the chain of command. The command staff should be notified as soon as possible and will determine what Emergency measures need to take place.
2. **National Guard:**
 - i. The following guidelines must be followed when requesting Military Assistance from the New Mexico National Guard:
 - a. Upon the advice of the Incident Commander or Chief of Police, the County Manager may declare an emergency period (declaration of emergency).
 - b. Once the declaration is issued, the declaration of emergency, along with a written mission statement indicating the services to be performed by the New Mexico National Guard (i.e. execute the laws of the state, suppress insurrection, repel invasion, act in the event of a disaster, promote the health, safety, and welfare of citizens, etc.), shall be forwarded to the Emergency Management Commander.
 - c. The County Emergency Management Commander will review the request and forward it to the Department of Homeland Security and Emergency Management
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who will arrange for the response by the New Mexico National Guard.

- d. The Military Commander of the National Guard Unit assigned as support to Los Alamos County will be directed to the Incident Command Post and/or Emergency Operations Center.

Approved by:

A handwritten signature in black ink, appearing to read "Dino Sgambellone".

Dino Sgambellone
Chief of Police

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124 Contractual Agreements			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	3.1.1, 3.1.2		

I. PURPOSE

The purpose of this policy is to provide the necessary outline for a contract or written agreement which governs Law Enforcement services provided by the Department, establishes clear boundaries, and provide arrangements for budgetary purposes. (3.1.1)

II. POLICY

- A. All contracts require review by the County Attorney's Office and Procurement in accordance with County Policy.
- B. A contract or agreement between the Los Alamos Police Department and others to provide services shall provide a statement of specific services to be provided. Job descriptions and/or duties and responsibilities shall be provided when applicable. Any services outside the scope of the job description shall be clearly delineated in the contract or agreement.
- C. When there shall be financial agreements included in the contracts, the specific services to be provided will be detailed as part of continuing services provided as agreed.
- D. The **evaluations** (if required) of services provided by employees shall be maintained by the Los Alamos Police Department.
- E. Contracts shall be effective for various periods as detailed in the contract or Memorandum of Understanding (MOU). There shall be language dealing with the duration, modification, and termination of the contract
- F. **Legal contingencies:** The Los Alamos Police Department shall be responsible for the Law Enforcement actions of any employee assigned to specific contracts approved by the Department.
 1. The contractor shall be responsible for the conduct and actions of its employees and any persons for whom it may be responsible, e.g. acting as custodian in loco parentis of any students for school system contracts.
- G. **Control of personnel:** The Los Alamos Police Department shall maintain full and complete control over its personnel, including those assigned to and/or performing duties and responsibilities under agreement or contract as specified above.
- H. The Los Alamos Police Department shall be responsible for providing all equipment and supplies except as otherwise specified in agreement or contract as specified above.
- I. **Contract review:** Agreement(s) shall be reviewed by Los Alamos County, the Los Alamos Police Department and the contractor as provided by contract in order to determine the impact on staffing for the Los Alamos Police Department and the potential fiscal impact on both Los Alamos County

and the contractor. If there is no specified review time within the contract, all contracts should be reviewed every 5 years.

- J. **Employment rights** of personnel assigned under a contract for Law Enforcement services shall not be abridged by Los Alamos County or the Los Alamos Police Department. Participation in a contracted Law Enforcement service arrangement will not penalize participating employees nor will it in any way threaten employment rights, promotional opportunities, training opportunities, or fringe benefits. (3.1.2)

Approved by:



Dino Sgambellone
Chief of Police

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125 Department Technology Use			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	11.4.4, 41.3.7, 82.1.6		

II. Purpose

This policy describes the use of Department computers, software and systems.

II. Privacy Policy

- A. Any employee utilizing any computer, electronic storage device or media, Internet service, phone service, information conduit, system or other wireless service provided by or funded by the Los Alamos Police Department expressly acknowledges and agrees that the use of such service, whether for business or personal use, shall remove any expectation of privacy the employee, sender and recipient of any communication utilizing such service might otherwise have, including as to the content of any such communication. The Police Department also expressly reserves the right to access and audit any and all communications, including content that is sent, received and/or stored through the use of such service.

III. Definitions

- A. The following definitions relate to terms used within this policy:
 1. **Computer System** - Shall mean all computers (on-site and portable), hardware, software, and resources owned, leased, rented, or licensed by the Los Alamos Police Department, which are provided for official use by Department employees. This shall include all access to, and use of, Internet Service Providers (ISP) or other service providers provided by or through the Department or Department funding.
 2. **Hardware** - Shall include, but is not limited to, computers, computer terminals, network equipment, modems or any other tangible computer device generally understood to comprise hardware.
 3. **Software** - Shall include, but is not limited to, all computer programs and applications including "shareware." This does not include files created by the individual user.
 4. **Temporary File or Permanent File or File** - Shall mean any electronic document, information or data residing or located, in whole or in part, whether temporarily or permanently, on the system, including but not limited to spreadsheets, calendar entries, appointments, tasks, notes, letters, reports or messages.

IV. Procedures

A. System Inspection or Review

1. An employee's Supervisor has the express authority to inspect or review the system, any and all temporary or permanent files and related electronic systems or devices, and any contents thereof at any time. Permission to request such files must be made through the Chief of Police.

2. When requested by an employee's Supervisor, or during the course of regular duties requiring such information, a member(s) of the County's Information Management staff may extract, download, or otherwise obtain any and all temporary or permanent files residing or located in or on the system.
3. Reasons for inspection or review may include, but are not limited to system malfunctions, problems or general system failure, a lawsuit against the Department involving the employee, or related to the employee's duties, an alleged or suspected violation of a Department policy, professional audit, or a need to perform or provide a service when the employee is unavailable.

B. Department Property

1. All information, data, documents, communications, and other entries initiated on, sent to or from, or accessed on any County computer, or through the Department computer system on any other computer, whether downloaded or transferred from the original County computer, shall remain the exclusive property of the Department and shall not be available for personal or non- Departmental use without the expressed authorization of the Chief of Police.

C. Unauthorized Use of Software

1. The Los Alamos Police Department electronic mail (Email) system is a business communication tool and employees are required to use this tool in a responsible, effective, professional, and lawful manner. The Los Alamos Police Department considers Email an important means of communication and recognizes the importance of proper Email content and speedy replies in conveying a professional image and delivering excellent customer service. In addition, Email is commonly used to convey important Department and County-wide information, updates, and messages. Employees shall check their Departmental Email account each work day for information, updates, and messages and respond to public/internal inquiries in a timely manner. Employees shall check the Email system at least once a shift.
2. Employees shall not copy or duplicate any copyrighted or licensed software except for a single copy for backup purposes in accordance with the software company's copyright and license agreement. To reduce the risk of computer virus or malicious software infection, employees shall not install any unlicensed or unauthorized software on any Department computer. Employees shall not install personal copies of any software onto any Department computer. Any files or software that an employee finds necessary to upload onto a Department computer or network shall be done so only with the approval of the County IT specialist and only after being properly scanned for malicious attachments.
3. No employee shall knowingly make, acquire or use unauthorized copies of computer software not licensed to the Department while on Department premises or on a Department computer system. Such unauthorized use of software exposes the Department and involved employees to severe civil and criminal penalties.

D. Prohibited and Inappropriate Use

1. Data stored on, or available through Department systems shall only be accessed by authorized employees who are engaged in an active investigation, assisting in an active investigation, or who otherwise have a legitimate Law Enforcement or Department business related purpose to access such data. Any exceptions to this policy must be approved by a Supervisor.
2. Internet sites containing information that is not appropriate or applicable to Departmental use and which shall not be intentionally accessed include, but are not limited to, adult forums, pornography, chat rooms and similar or related Web sites. Certain exceptions may be permitted

with the approval of a Supervisor as a function of an assignment. Employees shall not delete their browsing history.

3. Downloaded information shall be limited to messages, mail and data files, which shall be subject to audit and review by the Department without notice. No copyrighted and/or unlicensed software program files may be downloaded.
4. Employees shall report any unauthorized access to the system or suspected intrusion from outside sources (including the Internet) to a Supervisor.
5. Employees shall not utilize any personal electronic device without permission of a Supervisor. Personal cell phones may be used minimally for calls and texts so long as the use does not interfere with the employee's ability to perform ethically, efficiently and professionally. At no time will a personal electronic device be used to capture, transmit, or otherwise record, any crime scene, official document, or conversation in an unofficial manner. Any such use shall be reported immediately to the employee's Supervisor.

E. Protection of Department Systems and Files

1. All employees have a duty to protect the system and related systems and devices from physical and environmental damage and are responsible for the correct use, operation, care, and maintenance of the system.
2. It is expressly prohibited for an employee to allow an unauthorized user to access the system at any time or for any reason.
3. The use of an external drive or other media device used to store data must be approved by the Chief of Police if taken from the Department. Such approval does not relieve the employee from protecting the data from loss of theft.


F. Introduction of Data or Software to system (11.4.4)

1. The County's Information Management shall determine configuration of equipment. Installation or removal of any equipment or software must be approved by Information Management with the approval of the Chief of Police or designee. Such software authorization and installation includes, but is not limited to operational software and games.
2. Only software that has been licensed or authorized and hardware acquired or approved by Information Management shall be permitted. Duplication of software is prohibited. Equipment may not be attached to or detached from the network without the permission of Information Management.
3. This includes the introduction of unauthorized software programs which were not preapproved by Information Management on Department owned mobile, desktop or handheld computers. (41.3.7 (a)).
4. Employee shall not manipulate or alter current software running on Department-owned mobile, desktop or handheld computers without prior knowledge of Information Management. (41.3.7 (b))
5. Information Management personnel may reconfigure systems and delete any unauthorized software and data that may be discovered, shall notify the Chief of Police should a violation of this chapter be detected.

G. Security of Central Record Computer System (82.1.6)

1. The Los Alamos County Information Management shall conduct backups of systems as follows: (82.1.6 (a))
 - i. A back-up of all servers every 24 hours;
 - ii. The Police RMS system will be backed up every 24 hours
2. Secure storage of computerized data will be the responsibility of County Information Management. There is a computer server room located within the Police Department and the County Storage (82.1.6 (b))
3. Access to system applications is controlled by assigning each employee a user profile name and password. (82.1.6 (c))
4. Computer applications utilized by the Los Alamos Police Department shall use an automated password system (active directory) which requires the user to select a new password every 90 days. (82.1.6 (d))

Approved by:


Dino Sgambellone
Chief of Police

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126 Body Worn Camera			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:		41.3.8	

I. PURPOSE

- A. The purpose of this directive is to provide employees with instructions on when and how to use body worn cameras (BWC's) so that employees may reliably record their contacts with the public in accordance with Department Policy and applicable law. All recordings captured by Department issued BWCs are the exclusive property of the Los Alamos Police Department. (41.3.8 (a))

II. POLICY

- A. It is the policy of the Department that employees activate the BWC when such use is appropriate to the proper performance of his or her duties, where the recordings are consistent with this policy and law. This policy does not govern the use of surreptitious recording devices used in authorized undercover operations.
- B. Recording equipment has proven to be a valuable law enforcement tool. The Department has adopted the use of Body Worn Camera's (BWC) to assist in the prosecution of criminal cases, to enhance the accuracy of employees' reports and testimony in Court, to potentially reduce violent confrontations, for training and evaluation, and to maintain public trust.

III. REFERENCES

- i. Katz v. United States, 389 U.S. 347 (1967) (reasonable expectation of privacy)
- ii. § 30-12-1 NMSA 1978 (single party consent/interference with communications)
- iii. § 14-2-1 et. seq. NMSA 1978 (Inspection of Public Records Act)

IV. PROCEDURES

A. Wearing of BWC

1. All uniformed shift patrol personnel will wear Department-issued BWCs while on duty or performing law enforcement functions.
2. All plain clothed Police personnel will use the BWC when interacting with the public during an investigation or during any enforcement of the law.
3. All SRO's and Officers working specialty assignments will utilize the BWC while on duty or performing law enforcement functions.
4. Detention and Public Service Aides will wear the BWC as assigned.
5. Police personnel shall only use the BWC provided by this Department while in the scope of their duties.
6. BWC's shall be positioned forward facing, affixed at the chest level or on the belt where the lens is adjusted to properly capture all events consistent with the manufacturer's recommendations. Such positioning shall ensure recordings are not obstructed.

B. Use of BWC

1. Employees shall activate BWCs only in conjunction with official law enforcement duties.
2. Employees shall activate their BWC as soon as practical when responding to a call for service or at the initiation of any law enforcement or investigative encounter between an employee and a member of the public such as: (41.3.8 (b)(d))
 - i. Traffic stops
 - ii. Crimes in progress
 - iii. Investigative contacts and detentions
 - iv. Arrests
 - v. Searches
 - vi. Pursuits
 - vii. Interrogations
3. If the immediate activation of the BWC is not feasible due to immediate risk to the safety of employee or others, the employee will activate the BWC at the first available opportunity when the immediate threat has dissipated and it is safe to do so.
4. An employee has discretion to record consensual encounters and any other circumstances where the employee, through training and experience, believes that a recording of an incident would be appropriate within the scope of their law enforcement duties. Employees will not surreptitiously record other employees, or create any recording without a valid law enforcement purpose.
5. Department personnel that are not involved in direct interactions with witnesses, victims, or suspects and are performing duties, including but not limited to scene security, supervision, guard duty, holding a perimeter, administrative duties, etc., shall not be required to record these activities.
6. Employees are not required to inform every individual being contacted that the recording device is enabled.
7. In locations where an individual has a reasonable expectation of privacy, such as a residence, he or she may decline to be recorded unless the recording is made pursuant to a lawful purpose. As a general rule, if the employee must legally ask permission to enter a premise, he or she should also ask if the resident will allow recording. Individuals may be asked to relocate themselves to a different area if doing so would protect the event while balancing the privacy interests of the individual.
8. The BWC shall remain activated until the event is concluded in order to ensure the integrity of the recording unless the contact moves into an area restricted by this policy (see Restrictions). Conclusion will depend on the type of incident and individual circumstances, but typically, the incident has concluded when Department personnel terminates contact with the individual or has cleared the scene. If an employee wishes to pause the audio portion of a recording while the video remains active, i.e. to discuss tactical considerations, the employee shall indicate "Administrative Pause" prior to the audio being de-activated. Any use of an Administrative Pause will be documented within the Employee's report.
9. Employees will respect the dignity of all and use sound judgment during recording and will try to avoid recording persons who are nude or when sensitive human areas are exposed, or when dealing with victims of abuse.
10. Civilians shall not be allowed to view video at the scene unless doing so is necessary to further an investigation.

C. Recording of Traffic Stops:

1. If the Department vehicle is equipped with a video camera, the video and sound shall be activated prior to the stop in order to record the behavior of the vehicle or person and shall remain activated until the person or vehicle is released. Exigent circumstances will be taken into consideration if the Officer fails to activate the video equipment.
2. Audio may be interrupted while Officers are having discussions with other Public Safety Officials and outside the hearing ability of involved parties, but the video shall remain activated at all times.
3. Broken or malfunctioning recording equipment must be immediately brought to the attention of the employee's immediate Supervisor and Operations Commander. Members will be responsible for promptly coordinating and scheduling repairs through the Department's Fleet Manager. Shift Sergeants are required to test the operational status of the recording equipment and document the results on the vehicle inspection forms.

D. Restrictions and Non-Recording Incidents (41.3.8 (b))

1. Department personnel shall not use recording devices to document:
 - i. Encounters with undercover Department personnel or confidential informants.
 - ii. Personal activities or private conversations of Department or County personnel that do not involve calls for service or contact with the public.
 - iii. Conversations between Department personnel that involve case strategy or tactics.
 - iv. DWI Checkpoints do not require continuous recording, but all citizen encounters during a checkpoint shall be recorded including all field sobriety tests.
 - v. Locations where individuals may have a reasonable expectation of privacy, such as: restrooms, locker rooms, the presence of medical personnel, or in hospitals. (Katz v. US) However, Department personnel will record in these locations if the contact is subject to mandatory recording if the totality of the circumstances leads the employee to believe that recording is appropriate for a valid law enforcement purpose.
 - vi. Department personnel shall not solely stop recording in response to an individual's request if the recording is required by this directive or the employee deems that continued recording is necessary. If the recording is not mandatory, the employee may evaluate the situation and, when appropriate, honor the individual's request.
 - vii. The individual's request to stop recording should be documented with the BWC. In the event that it is not reasonably possible to record the individual's request not to record with the BWC, Department personnel shall document the request via CAD system or report.
 - viii. During tactical activations, tactical units may turn off their BWCs during planning and decision-making. Due to the duration of tactical activations, in order to conserve battery life, tactical units may turn off their BWCs when not conducting directed action.
 - ix. Conversations outside of the scope of a call for service.

2. Calls for Service at LANL

- i. When responding for emergency calls for service at LANL or buildings leased by LANL, the BWC will be activated and utilized as any other call for service prescribed in this policy.

- ii. In the event there is a non-emergency call for service at LANL, members must be cognizant of classified areas and material. Victims or witnesses of potential crimes can be asked to relocate themselves into a different area in the event they are within a secured/classified area.
 - iii. For situations that require follow-up to an existing investigation, the BWC does not have to be initiated.
 - iv. For follow-up investigations, if the need to turn on and initiate the BWC presents itself, the employee will exercise this right.
 - v. BWCs shall not be initiated at trainings, meetings or lunches while at LANL.
 - vi. BWCs shall not be used to intentionally capture or record classified material or information unless such recording would serve as evidence within an investigation. In the event classified or potential classified material or information was captured during the use of the BWC during an investigation:
 - vii. Contact the Protective Force Operations Group at (505)667-0900 or (505)500-2513. A representative from this group could do an on-site/scene review of video captured. If this cannot be done, the representative will provide further guidance.
 - a. In the event you cannot reach anyone from Protective Force Operations, please contact the Emergency Operation's Center dispatch at (505) 667-7080 and request a representative from the Protective Force Operations Department contact you immediately. In addition to this, a notification to a Senior Staff member, via telephone, is required.
- 3. The BWC shall not be used during the Lethality Assessment Protocol (LAP).**
- i. The LAP will take place at the conclusion of a domestic violence investigation and is considered non-evidentiary in nature. The BWC will not be used to record the interaction of a victim and an advocate. The LAP is not part of the criminal investigation and is not used to determine whether a crime occurred, gather evidence or to support prosecution. It is considered a special circumstance which promotes victim safety and encourages service utilization. If any information is obtained from the LAP in which the employee further investigates, the BWC may be turned back online after the hotline conversation is concluded and the investigation resumes.
4. If Department personnel record any of the encounters listed above, they shall notify their Supervisor who shall consult with a member of Senior Staff on how to proceed.

E. Training (41.3.8 (f))

- 1. All employees who are authorized to use BWCs must complete mandatory training to familiarize themselves with the devices and Departmental procedures prior to their use.
- 2. Recordings may be used for training purposes. If an involved employee objects to the showing of a recording, his or her objection will be submitted to the Chief to determine whether the training value outweighs the involved employee's objection. The Chief's decision is final.

F. Viewing & Accessing Recordings

- 1. Department personnel will be assigned access to digital storage applications appropriate to their rank and/or duties.

2. Department personnel are encouraged to review their own BWC recordings to use them for quality and accuracy in their reports and investigatory interviews.
3. Employees may copy BWC recordings for a case file or for a Prosecuting Attorney handling a criminal case related to the recording. Any BWC recording that has been copied must be documented. Otherwise, accessing, copying, or releasing BWC recordings for any purpose is strictly prohibited, unless authorized by law and approved by the County Attorney's Office and the Chief. (41.3.8 (c))

G. Management of BWC Recordings

1. All recordings shall normally be downloaded by the employees at the end of each shift. The shift Supervisor may allow an employee to download the recordings on the next shift, but in no circumstance will this be allowed if the recordings include information relevant to a significant criminal case, serious complaint, or event requiring a phone notification (Chief's Report) to Senior Staff. Employees must download BWC footage by placing their respective device in the smart docking station to be downloaded onto a dedicated secure server solely used for data storage.
2. Evidence Technicians shall ensure that the recordings are properly identified by BWC identifier and assigned employee. Evidence Technicians shall verify within the server the employee is properly identified and issued a correct number.
3. Recordings will be stored on a dedicated server for a period of no less than 60 days. After 60 days, unless a particular file is purposely maintained, the data will be automatically purged. It is the responsibility of each employee to properly maintain recordings. (41.3.8 (d))
4. When an event requires a copy to be made, the first copy shall be labeled and submitted to the Property Room. For evidentiary cases, the first copy is considered evidence. Additional copies are then recorded and maintained and/or distributed i.e. Prosecutor, case report copies in accordance with IV D (3) above.
5. All recorded media created by this policy is required to be kept in accordance with Records Retention by the member for a period not less than one month from the time it was created and must be available to Supervisory inspection at any time. The exception will be for media entered into evidence associated with a case.
6. All recorded media shall be the property of the Department and shall not be distributed outside of the Department by any means other than for official Law Enforcement functions of the Department or as approved by the Chief of Police.

H. Duties of Personnel

1. Department personnel shall:

- i. Ensure, at the beginning of their shift that BWCs assigned are functioning properly and the date and time are displayed correctly. Function tests shall be conducted before and after an Employee's shift according to the instructions of their system's manufacturer and shall report immediately any improperly functioning equipment to a Supervisor. Employees shall not be responsible for verified equipment failure during an incident if the BWC had no signs of functioning improperly prior to the incident.

- ii. Articulate in writing their reasoning if they: fail to activate their BWC, fail to record the entire contact/incident, or interrupt the recording for incidents required to be recorded by this directive. This does not include an Administrative Pause as outlined in IV B (9).
- iii. Not attempt to erase, alter, modify, or tamper with any recording or recording equipment.

2. **Supervisors** - In addition to the above responsibilities, Supervisors shall:

- i. At least on a bi-monthly basis ensure personnel are using the systems appropriately, in accordance with policy, and identify areas in which additional training or guidance is needed. Supervisors shall make a note on the monthly report, if positive feedback and/or training opportunities arise during the reviews. (41.3.8 (g))
- ii. Review recordings of assigned personnel listed in any misconduct complaints made directly to the Supervisor and report any potential violations of policy.
- iii. Review recordings of assigned personnel involving injuries, uses of force, shows of force, or foot pursuits.
- iv. Report equipment problems and seek to have equipment immediately repaired or replaced as needed. Supervisors shall be issued additional equipment in order to temporarily replace defective BWCs. (41.3.8 (e))
- v. Supervisors shall refer assigned personnel for investigation who intentionally or repeatedly fail to activate his or her BWC during incidents required under this policy to be recorded. Intentional or otherwise unjustified failure to activate a BWC, when required by this directive, shall subject the employee to discipline.

I. Redaction, Retention, and Release

- 1. The Department will comply with all existing laws and regulations, including those governing retention and public disclosure of information.
- 2. A recording may be redacted pursuant to applicable laws. Redaction should be narrowly tailored to the appropriate legal exemption from disclosure. If applicable, only the redacted recording shall be produced to the requesting party. There may be instances where the un-redacted recording shall be provided in criminal or civil proceedings. Personnel assigned to handle IPRA requests will consult with the County Attorney and the Chief of Police prior to redacting or exempting recordings from public inspection.
- 3. In the event Department personnel inadvertently record a non-recording incident identified above, the following procedures shall be followed:
 - i. Notify immediate Supervisor of unintentional recording who will notify Senior Staff via email of the circumstances. Senior Staff will then determine the proper course of action.

Approved by:



Dino Sgambellone
Chief of Police

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127 Collective Bargaining and Contract Management			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:		24.1.1, 24.1.2	

I. PURPOSE

The purpose of this policy is to outline the collective bargaining and contract management process. The chapter also is a statement of affirmation of the Department's and the union's commitment to "good faith" bargaining as required by law.

II. POLICY

It will be the policy of the Department to follow all applicable law(s) and to guarantee employees the right to organize and bargain collectively with the County, to protect the rights of the County and employees and to promote harmonious and cooperative relationships between the County and the employees, and to acknowledge the obligations of the County and employees to provide orderly and uninterrupted services to the citizens..

III. PROCEDURES

A. Department Role in Collective Bargaining (24.1.1)

1. All collective bargaining procedures for the County will be established by the County Manager.
2. The Human Resources Manager or his/her designee shall act as the principal bargaining representative for the County of Los Alamos in all negotiations relating to collective bargaining agreements and/or contract management, as determined by the County. (24.1.1 (a))
3. The County will negotiate with any certified and recognized collective bargaining unit. (24.1.1 (b))
4. The County is committed to participating in "good faith" bargaining with all certified and recognized Collective Bargaining Units. As such, the County and the collective bargaining units are committed to abiding by agreed-upon methods to resolve conflicts and/or pending issues. (24.1.1 (c))
5. If ground rules are established, either prior to negotiations or out of arbitration, the County and the collective bargaining units agrees to abide by such ground rules. (24.1.1 (d))
6. The County is committed to the philosophy of ensuring that the terms of the agreement(s) that are ratified by Bargaining Unit members are followed in spirit and to the letter. (24.1.1 (e))

B. Review and Dissemination of Agreements (24.1.2)

1. A copy of all current Bargaining Unit agreements will be kept on file in the Chief's Office. (24.1.2 (a))

- i. Any agreement resulting from collective bargaining will be disseminated to all affected personnel in accordance with the terms of the applicable collective bargaining agreement. (24.1.2 (c))
- ii. Any amendments to written directives and procedures to coincide with the terms of the labor agreement will be similarly disseminated. (24.1.2 (b))

Approved by:



Dino Sgambellone
Chief of Police

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128 Grievance Procedures			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:		25.1.1, 25.1.2, 25.1.3	

I. PURPOSE

The purpose of this policy is to provide policy that supports this Department's grievance procedures for all bargaining unit and non-bargaining unit members and procedures to ensure timely analysis of grievances and grievance practices.

II. PROCEDURES

A. Grievance Procedures (25.1.1)

1. Complaint and Grievance procedures are established in the Los Alamos County Personnel Rules and Regulations for **Non-Bargaining Unit members** of the Department. Grievance procedures are established in the collective bargaining agreement(s) for **Bargaining Unit members**. Both the collective bargaining agreements(s) and the County's Personnel Rules and Regulations outline which matters are grievable, and the process by which to follow. (25.1.1 (a))
 - i. A **regular, non-bargaining unit employee of the Police Department**, who feels aggrieved by the action of the County may file a complaint or appeal according to the step(s) set forth in the County Personnel Rules and Regulations.
 - ii. **Bargaining Unit members** may elect to present a grievance through the procedures outlined in the collective bargaining agreement(s).
2. **Time limitations** for filing, resolution, and appeal of grievances are clearly identified within collective bargaining agreement(s) and the County's Personnel Rules and Regulations, respectively. (25.1.1 (b))
3. A form may be provided for grievances or, if no such form exists, the employee may submit a **written statement of the allegation(s) and facts** surrounding a grievance in accordance with applicable governing document (i.e. County Personnel Rules and Regulations or collective bargaining agreement(s)). (25.1.1 (c))
4. Procedural steps, time limitations, and criteria for employee representation will be in accordance with the applicable governing document (i.e. County Personnel Rules and Regulations or collective bargaining agreement(s)). (25.1.1 (d)) (25.1.1 (e))

B. Control of Grievance Records (25.1.2)

1. The Chief of Police or designee shall be responsible for the maintenance and control of all grievance records.

C. Annual Analysis of Grievances (25.1.3)

1. The Chief of Police or designee **shall conduct a documented annual analysis of Department grievances** for the past year to determine if a trend exists in filed grievances and to take steps to minimize the causes of such grievances in the future.

Approved by:



Dino Sgambellone
Chief of Police

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129 Recruiting and Selection			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	31.1.1, 31.1.2, 31.2.1, 31.2.2, 31.2.3, 31.3.1, 31.3.2, 31.2.3 31.3.4, 32.1.1, 32.1.2, 32.1.3, 32.1.4, 31.1.5, 32.1.6, 32.1.7, 32.2.1, 32.2.2, 32.2.3, 32.2.4, 32.2.5, 32.2.6, 32.2.7, 32.2.8, 32.2.9, 32.2.10		

I. PURPOSE

The Los Alamos Police Department shall have a recruitment and selection program to attract applicants for actual or forecasted Department vacancies. The goal shall be to effectively compete with other employers for qualified applicants.

II. POLICY

It shall be the policy of the Los Alamos Police Department to actively participate in a recruitment program. (31.1.1)

The authority and responsibility for administering the operation and direction of the recruitment program shall be the Chief of Police.

III. PROCEDURES

A. Recruitment program - Qualifications (31.1.2)

- Those **individuals assigned to recruitment activities shall be knowledgeable in personnel matters, especially Equal Employment Opportunity/Affirmative Action**, as it effects the management and operations of the Department.
- All Department personnel may be required to actively participate in recruitment activities whenever possible.
- The Los Alamos Police Department shall utilize the Department of Human Resources and other appropriate agencies at the state, county, and/or local government level to assist in the recruitment of Law Enforcement candidates.
- All personnel shall maintain confidentiality throughout the recruiting and hiring process. If a conflict of interest exists, appears to exist, or the employee is unsure, they shall notify a member of Senior Staff prior to any involvement.

B. Recruitment Plan (31.2.1)

- The Police Department shall engage in positive recruitment efforts in an attempt to achieve the goal of an ethnic, racial, and gender workforce composition in the sworn ranks in approximate proportion to the makeup of the available workforce in the service community.
 - Objectives: (31.2.1 (a))
 - To increase minority interest in all positions, including sworn Officers, to achieve the goal of an ethnic, racial, and gender workforce composition in approximate proportion to the makeup of the available workforce in the community.
 - To involve minority and female members of the Police Department in recruitment efforts.

- ii. In seeking to employ qualified ethnic minority members and women, the **Department may conduct research, develop, and implement specialized minority and female recruitment methods.** These methods may include, but not necessarily be limited to: (31.2.1 (b))
 - a. Application forms and related pre-employment inquiry forms that are in compliance with applicable federal, state, and local EEO laws;
 - b. Job descriptions that are reviewed periodically to properly identify job-related, job requirements;
 - c. Liaison with local minority community leaders to emphasize Police sincerity and encourage referrals of minority applicants to the Police Department;
 - d. Active cooperation and utilization of the media as well as access to social media/Internet capabilities in minority recruiting efforts;
 - e. Periodic personal contact with the minority or female applicant from initial application to final determination of employment;
 - f. Increased overall recruitment efforts with special attention to college campuses;
 - g. Conduct Recruitment activities outside of the Department's jurisdiction;
 - h. Periodic review of the entire selection process to ensure it is non-discriminatory. No standards are used which have the effect of eliminating from consideration a significantly higher percentage of minorities or women than of non-minorities or men;
 - i. Utilize Department personnel whom are women or minorities in the recruitment process;
 - j. Public relations and other materials of the Department will depict the minority and female sworn Officers currently employed by the Department;
 - k. Becoming involved with and providing notification to local minority organizations, women's organizations, community action groups, and community service programs, at the time of recruitment;
 - l. All Officers within the Department will be kept informed of application and testing activities so that each Officer can promote and encourage minority and female applicants during their day-to-day interaction with the community.
 - m. Encourage existing minority members of the Department to prepare for advancement within the organization.
- iii. The Deputy Chief will be responsible for the administration of the Department Recruitment Plan. (31.2.1 (c))

C. Analysis of Recruitment Plan (31.2.2)

- 1. An Analysis of the Department's Recruitment Plan shall be performed annually in order to:
 - i. Determine the degree to which the objectives have been achieved; and
 - ii. Make any revisions needed to the plan.

D. Equal Employment Opportunity Plan (31.2.3)

1. The Los Alamos Police Department is an equal opportunity employer. It is the policy of Los Alamos County and Police Department to provide equal employment opportunity without regard to race, color, religion, sex, age, or national origin.
2. Los Alamos County will provide equal employment opportunities to qualified persons having physical or mental disabilities. This policy extends to all areas of employment, including the hiring of new employees and any subsequent promotion, transfer, selection for training, wage and salary administration, and the application of the County's benefit program.
3. Los Alamos County provides reasonable accommodation to applicants and employees with disabilities when appropriate. Persons with disabilities should notify Human Resources Department and request accommodations during the application and selection process, if necessary.

E. Employment Announcement Contents (31.3.1)

1. All Department **job vacancy announcements** shall provide a description of the duties, responsibilities, requisite skills, educational level, and physical requirements for the position(s) to be filled. (31.3.1 (a))
2. All **entry-level job vacancies** shall be advertised through the mass and electronic media in conjunction with EEO guidelines and the County's Affirmative Action Program. (31.3.1 (b))
3. All Los Alamos County Police Department applications recruitment advertisements will advertise the Department as an **equal opportunity employer**. (31.3.1 (c))
4. Any official **filing deadline** shall be boldly indicated on employment announcements and recruitment advertisements. (31.3.1 (d))

F. Recruitment Assistance- Service Organizations (31.3.2)

1. A community outreach effort shall be integrated into the Law Enforcement personnel recruitment program to include, but not limited to, recruitment assistance, referrals and advice from **community organizations and leaders**.
2. In order to achieve broader dissemination and greater exposure of recruitment information, the Human Resources Department shall disseminate job vacancy announcements for posting and circulation within community organizations that may be in contact with individuals who are prospective candidates for recruitment.

G. Contact with Applicant (31.3.3)

1. In collaboration with Human Resources the Police Department will maintain contact with applicants throughout the hiring process.

H. Application Rejection (31.3.4)

1. **Applications shall not be rejected** because of omissions or deficiencies that can be corrected prior to testing or interview process. Applications that are deficient will be processed routinely if the deficiency can be rectified prior to the testing and interview process.

I. Selection Process Components (32.1.1)

1. The Department via the Human Resources Department has written directives describing all elements and activities of the selection process for full-time personnel. These directives are coordinated by the Los Alamos County Human Resources Department.
2. The selection process for sworn personnel is broken down into 9 components; the application, written examination, physical assessment, background investigation, structured panel interview, conditional offer of employment, psychological evaluation, medical evaluation, and probationary appointment.

J. Job Related Requirements (32.1.2)

1. All elements of the selection process for sworn personnel, as described within the Los Alamos County Job Description, shall use only those rating criteria or minimum qualifications that are job-related.

K. Selection Process Uniformity (32.1.3)

1. All elements of the selection process for personnel shall be administered, scored, evaluated, and interpreted in a uniform manner.

L. Selection Process Information (32.1.4)

1. At the time of their formal application, candidates for positions shall be informed, in writing, of:
 - i. All **elements of the selection process**. (32.1.4 (a))
 - ii. The expected **duration of the selection process**. (32.1.4 (b))
 - iii. The Department's **policy on reapplication**. (32.1.4 (c))

M. Selection Ineligibility Notification (32.1.5)

1. Candidates for positions determined to be ineligible for appointment shall be informed of their status in writing.

N. Ineligible Candidate Record Disposition (32.1.6)

1. All records of candidates not appointed to probationary status shall be maintained to ensure continuing research, independent evaluation, and defense against lawsuits, in accordance with federal, state, local law, and the Records Retention Schedule.

O. Selection Material Storage and Disposal (32.1.7)

1. Selection materials shall be stored in a secure area when not being used and shall be disposed of in a manner that prevents disclosure of the information within, in accordance with the Records Retention Schedule.

P. Background and Record Check (32.2.1)

1. The Department shall conduct a **background investigation** of each candidate for a position prior to appointment to probationary status including but not limited to:
 - i. **Verification of qualifying credentials**. (32.2.1 (a))

- ii. A **criminal records check and review of any associated records.** (32.2.1 (b))
- iii. Verification of at least three **personal references.** (32.2.1 (c))

Q. Background Personnel (32.2.2)

- 1. Personnel used to conduct background investigations shall be trained in the collection of required information.

R. Background Records (32.2.3)

- 1. Records of each candidate's background investigation shall be maintained by the Human Resources Department in accordance with federal, state, local law, and the Records Retention Schedule.

S. Polygraph Examinations (32.2.4) (32.2.5) (32.2.6)

- 1. The Los Alamos Police Department does not use Polygraph Examinations as part of their selection process.

T. Medical Examination (32.2.7)

- 1. A **medical examination** shall be conducted, prior to appointment to probationary status, to certify the general health of each candidate for a sworn position.

U. Psychological Fitness Evaluation (32.2.8)

- 1. An **emotional stability** and **psychological fitness examination** of each candidate for a sworn position shall be conducted and assessed by a qualified professional prior to appointment to probationary status.

V. Medical and Psychological Evaluation Files (32.2.9)

- 1. Results of the medical examination, emotional stability and psychological fitness examinations shall be maintained by the Human Resources Department in accordance with federal, state, local law and the Records Retention Schedule.

W. Probationary Periods (32.2.10)

- 1. Upon appointment, sworn personnel shall serve at least a one-year probationary period before being granted permanent status.

Approved by:

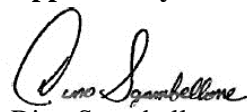

Dino Sgambellone
Chief of Police

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130 Fiscal Responsibility, Authority, and Budgeting			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	17.1.1, 17.2.1, 17.2.2, 17.3.1, 17.4.1, 17.4.2, 17.4.3, 17.5.1, 17.5.2, 17.5.3		

I. PROCEDURES

A. Fiscal Responsibility, Authority, and Budgeting

1. The Chief of Police provides administrative oversight of the Department and, in this capacity, is responsible for analyzing and reporting the affairs and activities of the Department, and for preparing the budget and other financial information relating to fiscal management of the Department as required by the County Manager. (17.1.1)
2. The Department's Operational and Capital Improvement budgets are based on a July through June fiscal year. Budget preparations will be conducted yearly as directed by the County Manager either in person or via inter-office communication prior to the budget cycle. The Chief of Police and Command Staff serve as the Department's internal budget committee, and will set a timetable for budget preparation that satisfies the submission deadlines established by the County Manager. (17.2.1)
3. At the start of the budget cycle, Command Staff members shall compile budget requests from each of their operational components and provide a written budget request to the Office of the Chief. The Chief of Police will be responsible for submitting the final prepared budget for the Department within the time period specified by the County Manager. (17.2.2)

B. Purchase Requests (17.3.1)

1. **Purchase specifications:** The Chief of Police or his/her designee shall provide specifications for items under consideration for purchase by the Department and is responsible for inquiries or research prior to recommendations for purchase. Specifications may include adaptability to existing equipment, availability for purchase, and serviceability considerations. Purchases may be made from an established vendors list within confines of purchases not requiring bid. (17.3.1 (a))
2. **Requisitions** will be completed and submitted via the chain of command to the Chief for consideration. The requisition shall be complete with account number and attached explanation if needed. No obligation to any vendor shall be made until receipt of an approved purchase order without prior approval of the Chief of Police or designee.
3. **Bidding:** Purchases may be made from an established vendors list within confines of purchases not requiring bid. Bidding procedures are established by County Procurement through the Los Alamos Charter and shall be followed for all purchases or contracts requiring bid. (17.3.1 (b))
 - i. The authority for selection of vendors or bidders rests with County Procurement per the County Charter. The use of a P-Card does not require pre-authorization of the vendor per the P-Card policy, but is limited to types of purchases and established P-Card thresholds. (17.3.1 (c))
 - a. The P-Card will be used in accordance to County Rules and Regulations.

4. **Emergency purchases:** The Procurement Purchasing Agent may make or authorize others to make emergency procurements of goods, services or items when there exists a threat to public health, welfare or safety, provided that such emergency procurements shall be made with such competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the particular contractor shall be included in the contract file. As soon as practicable, a record of each emergency procurement shall be made and shall set forth the contractor's name, the amount and type of the contract, a listing of the items procured under the contract and the identification number of the contract file. (17.3.1 (d))
5. Requests for fund transfers or supplemental appropriations must be initiated by the Chief of Police, and forwarded to the County Manager. If approved in form, the County Manager will then prepare the transfer or supplemental appropriations, to be approved by the County Council. (17.3.1 (e))

C. MONTHLY ACCOUNTING STATUS REPORTS (17.4.1)

1. The County Finance Division provides the Chief of Police with an annual appropriation as approved by County Council and a monthly budget report for each account in the budget. Finance also provides the Chief of Police with a monthly budget report including account balances at the commencement of the monthly period. The monthly report shows expenditures and encumbrances made during the period. The monthly report shows the unencumbered balance. (17.4.1 (a, b, c, d))

D. PROCEDURES FOR HANDLING CASH (17.4.2)

1. **Records:** Cash will be collected by Records Section personnel for reports, fingerprinting, and other fees.
2. **Ledger:** A ledger will be maintained by Records personnel showing the amount of money at the beginning of shift, any credits or debits, and the balance at the end of the shift. An account balance not to exceed \$50 will be left on hand to provide change for purchases of records, copies or license fees based on the schedule provided by ordinance. (17.4.2 (a))
3. **Receipts:** A receipt will be made for each customer transaction and a summary showing total income with the amount of cash and checks will be attached to the money and revenue submission form to be forwarded to the County Customer Care Center for deposit. A copy will be maintained in the receipt book. An electronic report may also be maintained to serve as a summary of transactions. (17.4.2 (b))
4. There are no cash disbursements from this fund. (17.4.2 (c))
5. There are no cash expenditures from this fund. (17.4.2 d))
6. No one other than Records personnel, the Chief of Police or designee, will access the cash drawer. (17.4.2 (e))
7. **Audits:** Accounting reports shall be competed and reviewed not less than quarterly by Chief of Police or his/her designate. (17.4.2 (f))

- E. **Administrative personnel:** The Chief of Police will designate one confidential secretary as the finance/ inventory control point for the division. This position will control the petty cash fund and collect cash and checks for copies of reports, license fees, records checks, returned funds, seized/forfeited cash, civil process fees, and miscellaneous pay-ins for submission to Finance which shall occur on the same day it is received.

1. **Ledger:** A ledger will be maintained reflects the amount of money submitted which shall show a current balance. All receipts are input into the accounting system which serves as the primary record of accountability for this Department. For each transaction, there shall be a receipt which indicates the date and the amount received.
 - i. Petty cash will not exceed \$300 and all expenditures will be logged and submitted with the reimbursement requisition.
 2. **Receipts:** A two-part receipt will be utilized for all transactions. One part of the receipt will be provided to submitter once signed and the other part is maintained with the deposit summary. Records are destroyed based on the current Records Retention Schedule. The receipt shall include the account name, date/time, transactions number if applicable, the amount collected, and the type of funds collected (cash or check).
 - i. Petty cash receipts will be maintained until submitted to Finance for reimbursement to the fund.
 3. Petty cash disbursements will be logged and approved by the Chief or his/her designate prior to reimbursement and upon submission to Finance.
 4. Petty cash disbursements require a receipt in the amount of the payment or written explanation of the expenditure.
 5. Accepting monies: No one other than the designated confidential secretary or designated finance clerk will accept funds described in this Section.
 6. **Audits:** Accounting on a monthly basis is completed by the designated confidential secretary. Final audits will be performed by the Finance Department.
- F. **Animal Shelter:** Personnel assigned to the Animal Shelter are authorized to collect cash for adoptions, boarding fees, and other fees associated with animal welfare.
1. **Ledger:** A ledger detailing the collection amount shall be maintained. For each transaction, there shall be an electronic receipt which indicates the date and the amount received.
 2. **Receipts:** An electronic receipt will be utilized for all transactions.
 3. There are no cash disbursements from funds collected.
 4. There are no cash expenditures from the collection funds.
 5. **Accepting monies:** No one other than the designated Shelter personnel shall collect cash. All funds will be taken to the County's Customer Care Center by close of business the no later than the following day.
 6. **Audits:** Accounting of cash activity as described in this Section is competed not less than quarterly. All audits will be performed by the County Finance Division.
- G. **Detention:** Personnel assigned to Detention are authorized to collect cash for commissary, phone cards, fingerprinting, bonds, and other fees.
1. **Ledger:** A ledger detailing the collection amount shall be maintained. For each transaction, there shall be a receipt which indicates the date and the amount received.

2. **Receipts:** A receipt will be utilized for all transactions.
 3. There are no cash disbursements from funds collected.
 4. There are no cash expenditures from the collection funds.
 5. **Accepting monies:** No one other than the designated Detention personnel shall collect cash. Court funds will be deposited in the Court lock box by the end of shift. Commissary and phone card fees are collected on Tuesday night and transferred to the confidential secretary the following day. Fingerprinting fees collected outside of business hours are maintained in the Detention Control Room and taken to Records the next business day.
 6. **Audits:** Accounting of cash activity as described in this Section is completed not less than quarterly. All audits will be performed by the County Finance Division.
- H. **Investigations:** A furtherance of justice fund commonly referred to as the "Contingency Fund" provides monies for investigative purposes. Additional funds may be made available in the form of a "L.A Crime Stoppers" account. The Investigation's Supervisor is responsible for these funds.
1. All funds received for confidential expenditures and L.A Crime Stoppers shall be deposited with the Los Alamos National Bank. Contingency and L.A Crime Stoppers funds necessary for expenditure will then be transferred, upon approval of a requisition form submitted through a standard process, to a safe located within Investigations in amounts that are appropriate to meet the operational needs of the Department. Authority to access the account(s) and safe shall be determined by the Chief of Police. At a minimum, the Investigations Supervisor and Operations Commander will have access.
 2. A Request for Funds Form is completed to move funds from the bank to the safe as authorized by the Chief of Police or his or her designate.
 3. **Ledger:** All Funds received or issued to Section personnel must be logged immediately on the Contingency Funds Log and prior to any disbursement from the balance on hand. The Contingency funds log shall contain a Contingency Funds receipt number, the date of transaction, the amount, the officer entering the transaction, the type of investigation, a report number (if applicable), the amount spent by classification, the amount of funds returned and the total expenditure. The officer receiving funds is responsible for completion of the log, receipt and return of unused funds. **FUNDS NOT USED MUST BE RETURNED BY THE END OF THE OFFICER'S TOUR OF DUTY.**
 4. **Receipts:** All funds expended must be recorded on a Covert Operations Receipt including transfers. The receipt shall identify the exact amount paid to and received by the operative or officer on the date executed, and shall further contain a description of the services, information, or evidence received, amount of payment, both in numerical and written form, the date on which the payment was made, signature of the payee, printed name and code number, signature of case officer or officer making payment, the signature of at least one other Department employee witnessing the payment, the signature of the officer's Supervisor, the investigative report number, the receipt number corresponding to the Contingency Fund Log, type of investigation, suspect(s) and location of incident, and all investigative reports and any receipts detailing the incident. When evidence is purchased and submitted for examination by the crime lab, the crime lab submission receipt or analysis report shall also be attached.
 5. **Fund access:** The Investigations Supervisor may request Contingency Funds as necessary through the chain of command, using the "Request for Funds" form. In exercising his or her authority to approve the request, Chief of Police and/or his or her designee will consider: the

significance of the investigation, the need for this expenditure to further an investigation and anticipated expenditures in other investigations.

6. The Investigations Supervisor shall authorize expenditures only for:
 - i. **Purchase of Service/Expenses (P/S):** This category includes travel or transportation of an officer or operative; the lease of an apartment, business front, luxury-type automobile, aircraft or similar effects to create or establish the appearance of affluence; and/or meals, beverages, entertainment and similar expenses for undercover purposes, within reasonable limits. This category includes items and equipment necessary to carry out covert activity and/or investigations.
 - ii. **Purchase of Evidence (P/E):** This category is for the purchase of evidence and/or contraband such as narcotics and dangerous drugs, firearms, stolen property, etc., required to determine the existence of a crime or to establish the identity of a participant in a crime.
 - iii. **Purchase of Specific Information (P/I):** This category includes the payment of monies to an operative for specific information or active participation. All other operative expenses would be classified under P/S and charged accordingly. Cumulative or anticipatory receipts are not permitted.
7. Contingency Funds maintained by Investigations, with prior authorization of the Bureau Commander shall not exceed \$5,000 without approval of the Chief of Police.
8. Contingency Fund expenditures for a single purchase may not exceed \$500 with prior authorization of the Bureau Commander who shall notify the Chief of Police of the expense. Single payments to any individual operative shall not exceed \$250 without prior approval of the Operations Commander.
9. Any case developed by an Officer not assigned to Investigations shall be worked in conjunction with Investigations if expenses are required. Investigations shall be made aware of any such investigations regardless of expense so that resources are not duplicated and investigations do not co-mingle.
10. The Contingency Funds Log and Covert Operations Receipts serve as documentation for **cash expenditures**.
11. **Transferring Funds to Investigations:** With the approval of the Operations Commander, funds may be maintained by Investigations. Funds are accessible only to personnel who have completed training on the registration and use of confidential sources and Contingency Funds. The Investigations Supervisor shall be the designated fund custodian for monies received.
 - i. Any person who is to receive payments shall be established as an operative. This includes persons who may otherwise be categorized as sources of information or operatives under the control of another Department. The amount of payment should be commensurate with the value of services and/or information provided and should be based on the following factors:
 - a. The level of the targeted individual, organization or operation.
 - b. The amount of the actual or potential seizure.
 - c. The significance of the contribution made by the operative to the desired objectives.

- ii. There are various circumstances in which payments to operatives may be made:
 - a. **Payments for information and/or Active Participation.** When an operative assists in developing an investigation, either through supplying information or actively participating in it, he or she may be paid for his or her service either in a lump sum or in staggered payments. Payments for information leading to a seizure, with no defendants, should be held to a minimum.
 - b. **Payment for Operative Protection (Security).** When an operative needs protection, law enforcement agencies may absorb the expenses of temporary or permanent relocation. These expenses may include travel for the operative and his or her immediate family, movement and/or storage of household goods, and living expenses at the new location for a specific period of time (not to exceed 6 months). Payments for these expenses may be either lump sum or as they occur, and must have the approval of the Chief of Police or his or her designee.
 - c. **Payments to Operative of another Department.** To use or pay another Department's operative, he or she must be established as an operative. These payments should not be a duplication of a payment from another Department; however, sharing a payment is acceptable.
- 12. Documentation of payments to operatives is critical and should be accomplished on a covert operation receipt. Payment should be made and witnessed by two law enforcement employees and authorized payment amounts must be reviewed by the Control Officer's Supervisor. In unusual circumstances, a non-officer employee or an officer of another law enforcement Department may serve as witness. In all instances, the original signed receipt must be submitted for review, record keeping, and approval.
- 13. **Audits:** The Supervisor signing the Contingency Funds receipt shall check to ensure it is properly completed and the expenditure is in accordance with current operating procedures. The Supervisor or senior officer having access to the fund must rewrite the cash fund balance at the end of each work day.
 - i. The Investigations Supervisor shall maintain a fund balance in the confidential log. The fund balance and expenditures as indicated in the log and on the covert operations receipts shall be reconciled weekly.
 - ii. The Investigations Supervisor shall prepare a monthly report, reconciling the funds current unexpended balance with the funds authorized amount. Expenditures by category and the impact of the information on investigations shall also be contained in the report. The report shall be submitted to the Operations Commander. In addition a copy of the report and a copy of any bank statements shall be submitted to the County Finance Division not less than quarterly.
 - iii. The Chief of Police or Bureau Commander will perform quarterly reviews to reconcile expenditures and balances, and to ensure proper procedure is being followed by personnel having access to Contingency Funds.
 - iv. The Investigations Supervisor shall prepare an annual report detailing the results of an audit of Contingency Funds expended. The report shall include expenditures by category and the impact of the information obtained on the investigations. The report will be submitted to Senior Staff by the last day of January for the preceding year.
- 14. All logs, receipts and reports relating to Contingency Funds and/or operative identity shall be kept in a secure area with access limited to the Chief of Police and designated personnel.

- I. **Asset Forfeiture/Seizure:** The Los Alamos Police Department does not typically seize/forfeit property. Any personal property that has been, is being, or is intended to be used in an attempt or conspiracy to commit, or in commission of any offense or in the transportation of the fruits of any offense, or any property that is acquired through the sale or other transfer of contraband or through the proceeds of contraband, other than by a court or a law enforcement Department acting within the scope of its duties, can be considered contraband and may be subject to forfeiture. In the event a forfeiture would further justice, coordination of the forfeiture should be done in collaboration with the District Attorney's Office or Federal agencies. All asset forfeiture/seizure efforts will not be based on Race, Sex, Ethnicity, Gender, or any other protected class. (1.2.9 (a))

J. INDEPENDENT AUDITS (17.4.3)

1. An independent audit of the Department's fiscal activities may be performed at any time by the County Finance Division. Audits should be conducted to confirm the Department's adherence to State Law and Department Policy, while limiting, to the degree possible, exposing confidential information to include identifying confidential sources and sensitive information. The Department is audited annually as part of the County's annual audit in accordance with State Law 2.2.2 NMAC (Audit Rule). (17.4.3)

K. INVENTORY CONTROL

1. Inventory and control of Department property is regulated by County Policy. This order addresses: Managing and Accounting for Fixed Assets, Definition of a Fixed Asset, Acquisitions, Dispositions, Tagging, Physical Inventory, Accounting for Fixed Asset Additions, and Accounting for Fixed Asset Disposals. (17.5.1)
2. Distribution and issuance of Department-owned property to authorized users is under the general direction of the Support Bureau Commander or designee. An inventory of personal property issued will be maintained by the Staff Services Commander or designee. (17.5.2)
3. Maintenance of stored items of Department property in a state of operational readiness is the responsibility of the person or unit to which the property is assigned. (17.5.3)

Approved by:



Dino Sgambellone
Chief of Police

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131 Military Liaison			
Effective Date:	June 15, 2017	Rescinds: Amends:	
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	22.2.8		

I. Purpose

- A. The Los Alamos Police Department recognizes the importance of Military Service, and specifically the commitment of our personnel who are members of the National Guard and other military reserve units. In accordance with applicable law and the County Personnel Rules and Regulations, these procedures are established to provide the necessary direction for employees and Supervisors affected by deployment, to ensure accountability, and to provide a smooth transition between active military duty and civilian law enforcement duties, while maintaining adequate resources to accomplish the goals and mission of the Department.

II. Policy

- A. The Department recognizes that mobilizations and deployments may be difficult and stressful on our military employees. With this in mind, the Military Liaison Officer Program may be established to provide information and support to our military personnel. This program is overseen by the Staff Services Commander who will oversee the Military Liaison Unit. This Unit shall be responsible for collecting copies of all relevant paperwork issued within the department while the employee was deployed/absent. The Staff Services Commander will oversee the selection of liaisons to work with the affected employee and the family, and that the liaisons maintain contact with the employee as needed during pre-deployment, deployment, and post-deployment phases. (22.2.8 (a))
- B. This General Order is only a guide for employees and Supervisors for issues related to military activations and deployments and shall be used in accordance with all applicable laws and County policies.

III. Procedures

A. General Information for Supervisors Regarding Military Service and Orders

1. Federal Law provides individuals with the ability to serve in the Armed Forces as a Reservist or Guardsman without discrimination from their civilian employers.

B. Notification of Employees with a Military Obligation

1. The employee must contact their immediate Supervisor within 72 hours of receiving his or her Military Orders. The Supervisor will direct the employee to a Military Liaison Officer (MLO) who will assist the employee with filling out any necessary paperwork, including the Military Reserve and National Guard Member Contact form.

C. Pre-Deployment Procedures

1. When a Supervisor is notified of an employee's pending or upcoming Military Orders, the Supervisor will notify the MLO. The MLO will provide guidance and support for the employee, and his or her family. Once the employee receives official written orders, he or she will give a

copy to the MLO. The MLO will forward a copy of the employee's Military Orders, along with the Military Reserve and National Guard Member Contacts, to the HR and the Staff Services Commander. (22.2.8 (b))

1. The Military Liaison Officer (MLO) will:
 - i. Assist the deploying member and his/her family in preparing for deployment
 - ii. Coordinate, conduct, and document the Military Pre-Deployment Interview with the Chief of Police. The interview should address: (22.2.8 (c))
 - a. Estimated length of time of deployment, if known
 - b. A family point of contact (if desired by the employee)
 - c. The assigned military point of contact
 - d. E-mail address, mailing address or contact phone number
 - e. Status of current active cases and notification to the Court of absence
 - iii. Ensure proper notifications are or have been made to the deploying employee's Commander/Manager and Chief of Police and Human Resources.
2. The employee's Supervisor will:
 - i. Allow, when possible, the deploying employee to use time off (i.e. compensatory time, vacation, etc.) to get personal affairs in order prior to deploying in accordance with the County's FMLA policy.
 - ii. Range qualification prior to departure (when feasible and necessary)
 - iii. Arrange for HR related functions, e.g. benefits, if required.
 - iv. Collect the deploying member's equipment for storage until the member is ready to return to work with the department (22.2.8 (d))
3. During the pre-deployment phase, the MLO will be assigned to assist the employee's family during the deployment. It is critical that accurate contact information is received and maintained throughout the deployment process

D. Deployment Procedures

1. Once the employee is activated and/or deployed, the MLO will maintain contact with the employee when feasible. The liaison officer will be the primary means for assisting the employee and his/her family whenever possible. (22.2.8 (g))

E. Post-Deployment Procedures

1. The period that an employee has to report back to work after military service is based on time spent on military duty according to USSERA.
2. Unless otherwise directed, the returning employee will notify the Chief of Police through the MLO of their anticipated return to duty as soon as possible. The Chief of Police will then notify the Human Resources Manager.
3. Prior to returning to the Department, the employee shall contact the MLO who will coordinate the completion of the post-deployment requirements. At a minimum the following will occur:

- i. The MLO will coordinate, conduct, and document an interview with the Chief of Police or designee.
 - a the interview is to assess the Employee's and Department's needs (22.2.8 (e))
 - ii. Reissue of all department equipment, as applicable
 - iii. Schedule training dates
 - iv. Update the military member on substantial changes within the Department
 - v. Assist with returning to active Police duty, the employee's benefits, pension, and other deductions, if suspended during deployment, shall be re-activated by the County, as applicable.
4. An employee may elect to make up in-service training, participate in range qualification, meet with a mental health professional, complete refresher training, and complete any other requirements during their terminal military leave period. This 90 day period is provided by the military to personnel returning from a deployment so that they can re-acclimate to civilian life. Attending to these tasks during terminal military leave is strictly voluntary. Those employees choosing not to complete these tasks during their military terminal leave period shall complete them immediately upon returning to the Department. (22.2.8 (f))
5. Those military personnel that have returned from a theater of combat or those that would otherwise benefit from mental health counselling, may seek such counseling prior to returning to active duty status.

Approved by:



Dino Sgambellone
Chief of Police

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201 Patrol Operations			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	41.1.1, 41.1.2, 41.1.3, 81.2.4,		

I. PURPOSE

The purpose of this General Order is to establish the organization and administrative functions of the Patrol component of the Los Alamos County Police Department.

II. POLICY

It is the policy of the Los Alamos County Police Department to maintain a highly visible and effective patrol presence that is responsive to the needs of the community. The Patrol component is the primary Department function and will direct its efforts to:

1. Preventing and reducing crime through preventive patrol and aggressive investigation of offenses and unsafe conditions.
2. Reducing personal injury and property damage due to traffic crashes through assertive proactive enforcement of traffic laws and ordinances.
3. Pursuing a policy of proactive Community Based Policing.

III. PROCEDURES

1. The Patrol function is under the overall command of the Police Operations Bureau Commander with the assistance of subordinate Supervisors. Pursuant to direction of the Chief of Police, the Operations Commander sets standards, assigns responsibilities and grants commensurate authority necessary to ensure the accomplishment of Patrol objectives and the Mission of the Department.
 2. The Patrol component is the most visible unit of the Department and is established within the Police Operations Bureau. The Patrol function is divided into four shifts or teams that provide Police services to the community on a 24-hour, 365-day basis.
- B. Patrol Functions** -- Proactive patrol is a major part of the Department's mission and shall be provided on a continuous 24-hour basis. Patrol functions include, but are not limited to, the following: (41.1.1 (a))
1. Prevention of crime and traffic crashes
 2. Maintaining the peace and public order of the community
 3. Discovering and acting upon public safety hazards
 4. Discovering and intervening in juvenile delinquency causing situations
 5. Responding to calls for service in a timely manner
 6. Investigating crimes, offenses and unsafe conditions
 7. Arresting offenders and citing violators
 8. Traffic direction and control
 9. Providing emergency services
 10. Developing and maintaining positive relationships with the community
 11. Reporting relevant information to other Department components or other agencies as appropriate.

- C. **Intra-Departmental Communications** -- Effective communications, coordination and cooperation are key elements in the success of all organizational functions and operations. Methods for this communication shall include, but not be limited to, the following:
1. The Chief of Police will hold staff meetings.
 2. Patrol shifts will hold briefings at the beginning of each tour of duty. Briefings will last no longer than 15-minutes unless special circumstances exist. At a minimum, briefings will: (41.1.2)
 - i. Provide Officers with information regarding daily patrol assignments, patrol activities, unusual situations, and changes in the status of wanted persons, stolen vehicles, and major investigations.
 - ii. Notify Officers of any changes to the schedule and/or assignments.
 - iii. Provide information on new policies and procedures, General Orders, Interim Orders, Personnel Orders, Special Orders, memoranda, emails, intelligence bulletins, pass-on information and any other pertinent information or actions.
 3. Allow Sergeants to conduct inspections of Officers, equipment and vehicles to determine and evaluate Officers' readiness to assume patrol activities.
 4. Attend to any necessary administrative duties.
 5. Conduct training as needed.
 6. The Detective Sergeant will periodically attend the Patrol shift briefings to enhance the exchange of information; to augment the investigative effort; resolve any concerns, issues, or problems; and to promote positive rapport between the Patrol and Investigative functions. The exchange of information shall relate to ongoing investigations, wanted persons, wanted vehicles, crime trends, potentially dangerous situations or individuals, current methods of operation employed in criminal activities and other relevant information.
 7. Sergeants will be responsible for ensuring that incident, crime and investigative reports are distributed to appropriate Department components and/or other agencies in a timely manner.
- D. **Shifts and Assignments** – Shift days and times will be determined by the Operations Bureau Commander in accordance with the needs of the Department based on community activities and demands. The individual Shift Supervisor shall assign personnel to specific areas and/or duties as needed. Officers will normally work four- 12 hour shifts with four days off. Needs of the Department may determine days off and being called in to service. (41.1.1 (f))
1. Unless otherwise noted, patrol shift begins at 0600 to 1800 for day shifts and 1800 to 0600 for graveyard shifts. This does not include short days. Officers are subject to call immediately upon the start of shift and are subject to calls until their shift ends. This will assure continuous coverage for the county. (41.1.1 (b))
 2. Officers are assigned area assignments, Area 1 (Downtown and Eastern Area), Area 2 (North Community and Jemez), and Area 3 (White Rock). The assignments are made by the Shift Supervisor and he or she has the discretion to rotate these assignments on a daily basis. (41.1.1 (d)(e))
- E. **Bidding for shifts** – Periodically, the assignment of patrol personnel to various shifts may change. Personnel may be asked to submit their request for specific shift assignments however the assignment of personnel shall be the prerogative of the Operations Bureau Commander. Requests shall be submitted in accordance with procedures set by the Bureau Commander and as outlined in the Collective Bargaining Agreement. (41.1.1 (C))

1. The shift bidding process will begin at least two (2) months prior to the shift changes with the final notification of shift assignments posted at least six (6) weeks prior to any shift changes.
2. All efforts will be made to adhere to the above time requirements, however unforeseen major events that sometimes occur may require a shorter time frame.
3. Employees in assignments that have been vacated or in instances where another employee has been promoted into a current position, assignments will be made by the Chief of Police upon receipt of the employee's request. In consideration of the request the Chief of Police may evaluate seniority, job knowledge, and experience in determining the assignment (See 107 Promotions and Assignments).

F. Radio Communications

1. All Officers will radio the CDC when they are in service and out of service. This informs all on duty personnel who is available and in service. (81.2.4 (a))
2. Each member of the Department shall notify CDC via the radio when their status changes. (i.e. arrival, made contact, traffic stop, arrival at scene, completion of assignment, etc.). (81.2.4 (a))
3. Anytime an Officer is called by the CDC they shall respond with their call sign. (81.2.4 (a))
4. All Officers assigned to patrol operations will have constant access to radio communications.
5. Each patrol car will be equipped with a mobile radio that will serve as the primary means of communication.
6. Patrol Officers will also be issued a portable radio for use when away from their patrol car.
7. Officers will maintain the ability to communicate with the Consolidated Dispatch Center (CDC). They shall attempt to notify their Supervisor or the CDC when conditions may limit their ability to do so.
8. In certain areas of the County, radio reception may be insufficient or inadequate to maintain communications with the CDC. In such instances, Officers shall periodically check in with the CDC by whatever means necessary.
9. Buildings may also limit radio communications capabilities. Officers shall check-in with the CDC periodically and/or provide a telephone number where they can be reached.
10. Officers shall notify the CDC and provide their location when they are not available for radio contact such as when they are in Court or giving depositions or assigned to stake-outs, surveillances or other special assignments.
11. In the event of radio failure, Officers shall notify their Supervisor and the CDC as soon as possible.
12. Officers equipped with a mobile data terminal shall leave the terminal on throughout the shift indicating their location through an automated vehicle locator (AVL) device equipped within the MDT.

G. Response to Calls for Service

1. Response to Calls for Service will be classified, emergency or non-emergency according to the urgency that an Officer is needed at the scene of the incident.

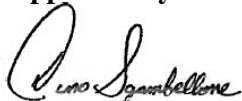
2. In determining the type of response, the following factors to be considered include, but are not limited to, the following:
 - i. The nature of the call
 - ii. If there are injuries involved and the nature of the injuries, if known
 - iii. Potential for harm to the victim(s) or the public
 - iv. Potential for property damage or loss
 - v. Passage of time from the occurrence of the incident/crime to its being reported
 - vi. The likelihood of apprehending the suspect(s) if the crime is in progress at the time it is reported

3. The following situations will require the assignment of two Officers at a minimum: (81.2.4 (e))
 - i. Assault on an Officer
 - ii. Domestic disturbance in progress
 - iii. All warrant service
 - iv. Resistance to arrest
 - v. DWI traffic stops
 - vi. Crime(s) in progress
 - vii. Fleeing suspect
 - viii. Alarms
 - ix. Suicidal subjects
 - x. Bank Alarms
 - xi. Bar Checks
 - xii. Unsecured Buildings
 - xiii. Abandoned 911 calls
 - xiv. Any felony
 - xv. Any crime involving violence
 - xvi. Any situation, circumstance or incident where the on-duty Supervisor determines response by a second or subsequent Officer is in the best interest of Officer safety and/or properly handling the call

4. A patrol Supervisor will respond to the following incidents for the purpose of assuming command and control at the scene: (81.2.4 (f))
 - i. Any death
 - ii. Rape
 - iii. Any Response to Resistance
 - iv. Any felony,
 - a. All felonies must be cleared the Supervisor in person or verbally
 - v. Any crime where a weapon was used
 - vi. Any in custody injury or injury to an employee
 - vii. Any event requiring Risk Management notification involving Police Department Employees
 - viii. Any other major incident in which Patrol Officers may require assistance

The above Section in no way prevents Officers from routinely providing or checking on the welfare and safety of another Officer.

Approved by:



Dino Sgambellone
Chief of Police

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202 Patrol Procedures			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	41.2.1, 55.2.6, 70.1.8, 81.2.11		

I. PURPOSE

The purpose of this General Order is to provide Los Alamos County Police Department personnel with guidelines for providing effective patrol services.

II. POLICY

It is the responsibility of all sworn personnel to follow approved patrol techniques, respond to calls for service, and to adhere to policy guidelines while responding to routine and emergency calls for service while on duty. The responsibility for providing 24-hour patrol functions is primarily assigned to uniformed patrol personnel.

IV. PROCEDURES

A. Minimum staffing:

1. Minimum staffing for patrol will be three Officers on duty under normal circumstance, with one Officer assigned to each of the three areas within the county not including Officers on FTO. Other events, incidents, or command direction may change this from time to time.

B. Routine Patrol Procedures

1. The following factors will be considered when patrolling assigned patrol areas:
 - i. High citizen complaint and selective enforcement areas.
 - ii. Known criminal activity/high crime areas.
 - iii. Geographical and demographic composition of the patrol area (i.e., LANL, residential, business, isolated areas, school zones, etc.).
 - iv. Other duties as directed by Shift Supervisors
2. Day Shift Patrol
 - i. Day Shift patrol personnel will concentrate on crime prevention using high visibility, community policing strategies, and identifying selective enforcement areas.
3. Night Shift Patrol
 - i. Night shift patrol personnel will concentrate on preventive patrol and aggressive patrol of selective enforcement areas, the security of business areas, as well as the residential areas of the community.

C. ROUTINE, URGENT, EMERGENCY RESPONSES (41.2.1)

1. Public Safety Vehicles shall be properly equipped with a siren and such devices used in response to an emergency call or immediate pursuit of an actual or suspected violator of the law.

2. Public Safety Vehicles, when responding to emergency calls with emergency equipment, are exempt from speed limitations and parking regulations.
3. Public Safety Vehicles, when responding to an emergency call may proceed cautiously past red lights or stop signs with due regard for the safety of all persons using the street or highway.
4. No statute or policy relieves the driver of a public safety vehicle from the duty to drive with due regard for the safety of all persons and property upon the highway.
5. Safe driving is a matter of personal practice which involves the development of a positive mental attitude toward driving and good daily driving habits. Police vehicle operations are governed by the nature of the call or emergency, traffic conditions, and the duty to drive with due regard for the safety of all persons using the streets or highways.
6. **Routine and urgent calls**, shall be answered without emergency lights and siren, obeying all traffic regulations, unless otherwise designated.
7. Officers shall respond to routine and urgent calls without delay, proceeding directly to the call by the most expedient route without the use of emergency equipment, unless the Officer or Supervisor, based on the nature of the call, personal knowledge, or any other mitigating circumstance, feels that an immediate response is warranted, in which case Officers are authorized to notify the CDC and respond with emergency equipment.
8. Officers shall respond to routine calls in a timely manner so as not to keep a complainant waiting for an unreasonable length of time.
9. **All emergency calls** shall be answered with **emergency lights and siren** to warn vehicular and pedestrian traffic, unless directed otherwise. These calls require a fast response by Police Officers to a given situation and Officers will proceed directly and in a safe manner to the call by the most expedient route, and under normal circumstances will have their emergency lights and siren in operation to facilitate and expedite their response.
10. Officers shall use emergency warning equipment in accordance with the applicable statutes, ordinances, general orders or when specifically authorized to do so by a Supervisor. Telecommunications assigning Officers to respond to emergency calls may downgrade a response based on updated pertinent information.
11. The siren and/or air horn shall be used simultaneously with the emergency lights when responding to emergency calls. The siren may also be used to signal violators to drive to the right of the road when other means of attracting the violator's attention have failed.
12. A Supervisor may request units to respond with an emergency response to any type of emergency call or may advise responding units to cancel their emergency response to any situation. Officers will immediately terminate emergency vehicle operation when advised to do so by a Supervisor.
13. The operation of a vehicle with emergency lights and sirens requires the right-of-way be granted by other vehicles and pedestrians but does not relieve the operator of the emergency vehicle from the duty to drive with due regard for the safety of all persons using the street or highway.
14. Officers shall not respond to emergency calls when they are transporting any non-Police personnel, unless that person has signed a Citizens Observation Form.

15. Officers **may disregard parking regulations**, which would apply under normal circumstances, especially to protect accident scenes, injured persons, or Officers directing traffic when emergency lights are left on. Officers should be careful not to block access to fire hydrants and driveways.
16. Officers responding to an emergency should advise radio communications when they initiate emergency response, giving the Supervisor time to evaluate the location and number of Officers responding.
17. Officers shall use emergency lights to signal other drivers:
 - i. When **responding to an emergency** (in conjunction with siren and headlights);
 - ii. When **stopping a traffic violator**;
 - iii. When **assisting motorists** parked/stopped in hazardous locations;
 - iv. Any time the patrol vehicle is **stopped/parked on the roadway** (unless legally parked)
18. Each Officer will be assigned a radio call number. The call number will be used to identify the Officer when using the radio or when being called.
19. If the need arises for any one assignment of Officers to utilize a channel for a specific task, then the Shift Supervisor will request the Consolidated Dispatch Center (CDC) to designate a channel for this purpose. The CDC will notify uninvolved Patrol Officers that the particular channel is being utilized and they should avoid using it.
20. Calls for service coming into the CDC will be prioritized by the standards set forth by the CDC standard operation procedures. The radio Dispatcher will dispatch calls for service by priority. The Dispatcher will not fail to dispatch calls for service. When a conflict occurs or when two priority calls come in at the same time to the same patrol area Officer, the radio Dispatcher will contact the Shift Supervisor and advise him or her. The Shift Supervisor will make a determination of which calls to dispatch first, or he or she will shift the patrol personnel to handle the priority calls.
21. When the situation arises that dictates that an emergency response is necessary, the criteria set forth in the Department's Emergency Vehicle General Order and/or Vehicle Apprehension Pursuit General Order will be adhered to whether the call originates from the CDC or is self-initiated by an Officer.
22. When a call for service is dispatched, personnel in the patrol area in which the call is dispatched will handle the initial response and reports. If the patrol area Officer determines the crime or incident occurred in another patrol area and further patrol investigation is required, the responding Officer will notify his or her Shift Supervisor as to where and in what patrol area the crime occurred. The Shift Supervisor will then determine whether the initial responding Officer should continue the investigation or turn the follow-up investigation over to the Officer assigned to the patrol area of the occurrence. The Shift Supervisor will then direct the responding Officer to determine if:
 - i. A crime has been committed.
 - ii. There were witnesses present.
 - iii. Follow-up investigation is required.
23. If the Officer responding to the scene determines a need for the services of a specialized unit, the Officer will notify the Shift Supervisor. The first Officer responding to the location where the crime occurred will initiate a written report when appropriate, unless the Shift Supervisor designates another Officer as the primary Officer. Secondary Officers assisting the primary

Officer and Officers conducting follow-up investigations will prepare the appropriate supplemental report pertaining to the facts they discover.

24. During a traffic stop and/or motorist assist, Officers will utilize their emergency equipment to signal the vehicle to stop in accordance with applicable State and County laws (Reference 66-7 NMSA 1978 and Section 38 Los Alamos Code). During the traffic stop, the Officer will ensure the vehicle and patrol vehicle will be in a position to be of least exposure to danger from passing traffic and other hazards as possible. The emergency lights will be activated during the traffic stop for other responding units to easily locate the patrol vehicle and to warn traffic of a stopped vehicle in the vicinity. Officers should position their vehicle in such a manner as to conduct as safe car stop, limiting the obstruction of the road way to the degree possible. If necessary, the Officer will utilize traffic cones and other devices to warn on-coming motorists of hazards at the scene of a traffic stop, traffic accident, disabled motorist or any other roadway hazard that is obstructing traffic.
25. Any Officer responding to a “call for service”, making an arrest, engaged in a pursuit, assisting another Department or Department, conducting a “field interview”, traffic crashes, criminal investigation, dealing with any citizen concern(s), or other activity in connection with his or her Department duties and responsibilities will complete all required reports and forms and submit them for review by the end of their shift unless an extension is approved by their Supervisor. See General Order 601 Records.
26. There are different situations that may require a ranking Officer to assume command of a scene. The presence of a higher ranking Officer does not in and of itself identify him or her as the scene commander. If a higher ranking Officer assumes command of a scene, it shall be clearly communicated to all on-scene personnel. These may include but are not limited to:
 - i. Bomb threats
 - ii. Suspicious Packages
 - iii. A multiple Department response
 - iv. Critical incidents
 - v. Officer involved injury

D. Escape from the Los Alamos County Detention Center

1. There are basically two (2) types of escapes from Detention facilities:
 - i. Escape from a secure facility
 - ii. Walk away from work groups outside secure facilities
2. Escapes (Ref. Los Alamos Detention Policy Manual No. 5, Security and Control) and General Order 31400 – Security and Control.
 - i. The initial responding Officer will:
 - a. Ensure that the Patrol Shift Supervisor is immediately notified
 - b. Meet the Detention personnel at the Detention Center or at the location where the escape occurred.
 - c. Ensure that backup Officers respond to create a perimeter.
 - d. Ascertain if the corrections personnel instituted a “lock down.”
 - e. Ascertain that the corrections personnel conducted a “roll call.”
 - f. Determine how many inmates are involved.
 - g. Obtain current photograph(s) of missing inmate(s).
 - h. Obtain information for a “BOLO” and contact the CDC for dissemination of the “BOLO” to surrounding agencies.

- ii. The Patrol Shift Supervisor will:
 - a. Notify appropriate Command Staff.
 - b. Coordinate the establishment of the outer perimeter.
 - c. Coordinate communications and cooperation with corrections personnel.
 - d. Corrections personnel will:
 - e. Ensure that a thorough search is made of the facility.
 - f. Maintain the inner perimeter.
 - g. Provide all information to include photographs, addresses or relatives, any other pertinent biographical data of the escapee.

E. Notifying Next of Kin of Deceased, Seriously Injured, or Seriously ill Persons (55.2.6)

1. Members of this Department will ensure that emergency **notifications of next of kin** of deceased, seriously injured, or seriously ill persons shall be carried out promptly, if possible, in-person, and in a considerate manner. (81.2.11)
 - i. All requests from other agencies and the public to deliver emergency messages will be referred to the Patrol Shift Supervisor.
 - a. The Shift Supervisor will make every effort to comply with all reasonable requests. The Watch Commander will determine the action to be taken and who will be assigned based on the situation, current personnel resources and call load.
 - ii. Whenever possible, **assistance should be obtained from a Department Chaplain** or other clergy member.
 - iii. **Requests for notification** made by other agencies shall be confirmed, preferably by LEADS, and authorized by a Supervisor. If possible, a **representative from the requesting Department** should accompany the Officer from this Department that is making notification. If it is not possible for a representative to accompany the Officer, a public service number should be obtained from the requesting Department to permit the notifying Officer and the deceased family can obtain further, accurate information.
 - iv. **Requests for notification** to be made by a foreign Department on behalf of this Department shall be approved by a Supervisor and requested by LEADS. A public service number should be provided to the Department to permit the notifying Officer and the deceased family to obtain further, accurate information.
 - a. **Circumstances may arise** where a foreign jurisdiction cannot or will not honor the request for notification. In those instances, absent reasonable alternatives, the notification may be made via telephone.

Approved by:



Dino Sgambellone
Chief of Police

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203 Criminal Investigations			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	42.1.2, 42.1.2, 42.1.3, 42.1.4, 42.1.5, 42.1.6, 42.2.1, 42.2.2, 42.2.3, 42.2.4, 42.2.5, 42.2.7, 42.2.8, 42.2.9, 42.2.11, 42.2.12, 43.1.1, 43.1.2, 43.1.4, 43.1.4, 43.1.5, 46.2.8, 55.2.3, 55.2.4		

I. PURPOSE

The Investigations Unit's goal is to thoroughly investigate reported criminal offenses and arrest persons responsible for the commission of these crimes. Officers assigned to the Investigations Unit are non-uniformed personnel who investigate case reports, obtain arrest warrants, search warrants, make arrests of defendants, and prepare other documents that are required for completion of assignments and presentation to the proper prosecuting authority.

II. POLICY

It is the policy of the Los Alamos County Police Department to thoroughly investigate crime.

III. DEFINITIONS

INFORMANT - A person providing information in good faith who provides confidential information about another person who is suspected of violating some criminal statute.

A person who habitually associates with suspected criminals and provides information to a Law Enforcement Officer for compensation, some other consideration or personal motivation; or

A person who sometimes obtains information at the direction of a Police Officer as an agent of that Officer.

WITNESS - A person whose testimony is desired on any proceeding or investigation by a grand jury, prosecution or proceeding.

IV. PROCEDURES

A. Investigative Task Forces (42.2.5)

1. The Los Alamos Police Department does not have a multi-jurisdictional investigative task force. However, if Department personnel do participate in formal, long term, multi-jurisdictional investigative task force, a written directive will describe the task force activities, to include:
 - i. The purpose, (42.2.5(a))
 - ii. Defining authority, responsibilities, and written agreements; and (42.2.5(b))
 - iii. Evaluating results and the need for continued operation(s). (42.2.5(c))

B. ACCOUNTABILITY FOR INVESTIGATIONS

1. During an investigation the Officer should observe all conditions, events and remarks as well as locate and identify suspects, victims, witnesses, identify and protect crime scenes and arrange for collection of evidence.

2. The investigator will gather facts and evidence at the scene by the use of Department equipment through interviews and interrogations in an effort to establish circumstances and the perpetrator of the crime.
3. Investigators will interview witnesses, complainants, suspects, and victims and others who could have knowledge of a crime. These persons can be re-contacted and re-interviewed if it is believed to be necessary and advantageous to the investigation.
4. Once a crime has been reported to the Los Alamos Police Department a preliminary investigation will begin. A preliminary investigation is the initial report of an offense. Patrol Officers shall normally conduct preliminary investigations of criminal offenses. They will routinely be assigned and accountable to conduct follow-up investigations in order to increase their effectiveness, and to enhance their role, and to provide specialized investigators more time to concentrate on complex investigations. (42.1.4)
5. The Officer and the Officer's Supervisor will evaluate the offense to determine whether the case can be investigated or solved and should consider solvability factors and the following criteria before proceeding with the follow-up investigation.
 - i. The Officer will determine if geographic barriers will hinder his or her investigation (can the Officer go where he or she needs to in order to investigate the crime).
 - ii. The Officer will determine if he or she has the expertise or experience to investigate the crime.
 - iii. The Officer will determine if he or she has or will be allotted sufficient time to investigate the crime.
6. If any of the above factors pose a hindrance to the investigation, the case should be reported and referred to the Investigations Unit. This is not intended to preclude the Officer from conducting preliminary interviews, from obtaining witness statements, from securing and/or collecting evidence at a crime scene, or from conducting any other necessary preliminary investigative activities.
7. If the above factors can be met and the case has been determined as one that can be further investigated and/or solved, the reporting Officer will be the assigned investigator for the case. Officers will follow cases through to closure.
8. If the Officer is going to work the case or if the case is assigned to the Officer by a Supervisor, the Detective Sergeant must be notified that the case is being worked by the Officer.
9. The Officer should attach all pertinent paperwork to the RMS system and will forward any hard copies to the Records Section.
10. The Officer will document any additional investigative activities conducted by completing a supplemental investigation report. The Officer shall handle Evidence in accordance the Evidence Manual.
11. During the investigation, the Officer should observe all conditions, events and remarks, as well as locate and identify any witnesses.
12. Investigations and information obtained will follow guidelines set forth in New Mexico State statutes dealing with criminal law, criminal procedure and accessibility to various records

keeping systems. Case law established by New Mexico and Federal Courts applies to all investigations.

13. When questions arise on legal procedures, investigators should consult with Supervisors and the District Attorney's Office for appropriate guidance.

C. CASE SCREENING (42.1.2)

1. Cases, except those closed by the original investigating Officer, are classified as "Active." Cases pending investigation remain in this status until such time that an alternate classification has been assigned. The progress of follow-up investigations shall be periodically evaluated by the Investigations Unit Sergeant and each Patrol Team Sergeant if case investigations should be suspended or re-assigned. These Supervisors will conduct this periodic evaluation on at least a monthly basis.
2. The Investigations Supervisor or his designee, who is assigned responsibility to screen cases, shall issue cases to investigators based upon solvability factors.
 - i. A decision shall be made by the Supervisor whether to assign a case for investigation or change the status to "not assigned." This decision is generally based on minimum solvability factors.
 - ii. Solvability factors should assist Supervisors in maximizing available resources in the investigation of potentially solvable cases and cases of more serious nature.
3. Solvability factors are considered based upon the following criteria:
 - i. Complainant does not wish to prosecute.
 - ii. Suspect arrested.
 - iii. Suspect named/identified/location known.
 - iv. Suspect vehicle information known/described.
 - v. Persons or major crime(s) against person/property having substantial loss.
 - vi. Traceable property taken.
 - vii. Witness to the offense.
 - viii. Evaluation of evidence.

D. ON SCENE INVESTIGATIONS

1. Once an investigator has been called to the location for a preliminary investigation, he or she is responsible for the following:
 - i. The investigator will take responsibility of the scene when asked to respond to a location. The first arriving investigator will take into consideration their own safety and the safety of others when arriving at a crime scene. Once established that there is no danger to themselves or others, the scene may be secured with no additional Officers, investigators or Supervisors passing beyond the established perimeter of the scene, unless absolutely necessary. A log will be kept on record of personnel entering the crime scene.
 - ii. The investigator will gather facts and evidence at the scene and interview or interrogate suspects and witnesses, in an effort to establish the circumstances and perpetrator of the crime.
 - iii. All evidence collected will be properly tagged and placed into evidence or temporary storage locker for later processing before completion of duty that day.

- iv. If an arrest is made, the primary Officer or the investigator will file an affidavit and/or criminal complaint to be attached to all arrest reports of the defendant. Supplemental reports will be completed and turned in for review.
- v. The investigator will review and analyze all reports and complaints prepared by other Officers involved in the investigation of the case during the preliminary investigation.

E. STEPS IN PRELIMINARY INVESTIGATIONS

The preliminary investigation may be sufficient to bring the case to a satisfactory conclusion, thus eliminating the need for a follow-up investigation. Patrol Officers shall normally conduct preliminary investigations of criminal cases and may be assigned follow-up investigations.

1. Officers conducting preliminary investigations shall be responsible for **observing and reporting all conditions, events and remarks** regarding a suspected or reported crime. (42.2.1 (a))
 - i. The single most important determinant in solving crime is the information supplied by the victim or witnesses to the immediately responding Officer. Officers should attempt to obtain the following three key elements; eye witness testimony, physical evidence, and a confession. Officers should not rely solely on one element when more can be obtained. A confession does not preclude the Officer from obtaining the other elements.
 - ii. If a person, not the owner or victim, wishes to file a report, the Officer shall take the information from the reporting party, and in second contact, shall determine if the owner and/or actual victim wishes to pursue the investigation and/or possible charges.
 - iii. Normally an Officer will handle any report/investigation that may result in criminal charges in person.
 - iv. In the event a victim wishes to report a crime and resides out of state, an offense report will be taken over the phone. If follow-up is necessary, a Detective may coordinate with the Police Department in the victim's jurisdiction to assist.
 - v. Officers conducting preliminary investigations shall be responsible for locating and identifying all witnesses, including all information about the party who reports the incident.
2. Officers conducting preliminary investigations shall conduct a neighborhood canvass **to identify potential witnesses or evidence**, where applicable. (42.2.1 (b))
 - i. Officers conducting preliminary investigations shall attempt to obtain taped or signed handwritten statements from the complainant, victim, witnesses, and any other person(s) who may have information that could provide leads to solving a crime, where possible and time permitting. Officers shall review all obtained statements prior to submission. Officers should collect all statements at the time of the incident.
3. Officers conducting preliminary investigations shall be responsible for ensuring the **crime scene is protected** until evidence can be properly collected. (42.2.1 (c))
 - i. The Officer who initially takes responsibility for a crime scene will be responsible for securing and protecting the crime scene.
 - ii. If Crime Scene technician or a Detective is not responding to the scene, the Officers are to photograph the crime scene, collect evidence using evidence collection/packaging

materials, and each Patrol Officer who is supplied with a fingerprint kit is to attempt to lift fingerprints whenever possible. Each shift is provided access to drug testing kits. When practical, Patrol Officers are expected to be able to process crime scenes for evidence.

- iii. If an Officer believes a Detective is needed to be summoned based on his or her initial analysis of the crime scene, the Officer will notify the on-duty patrol Supervisor, who will make the final determination as to whether a Detective will be called out.
 - iv. **It is the responsibility of the Supervisor** to make a determination as to whether the Crime Scene Technician needs called out to process a crime scene or collect physical evidence.
 - v. The Supervisor should consider the total amount of loss, the severity of injury, the extent of damage, the severity of the crime, and situations where the special expertise of Detectives and/or Crime Lab could lead to a more efficient or effective conclusion to the investigation.
 - vi. Patrol Section personnel will remain responsible for providing assistance to Detectives during crime scene processing until relieved.
 - vii. At major crime scenes or at other times when a Detective is on the scene, that Detective shall be responsible for ensuring that the crime scene is secured, protected, and processed.
4. When conducting the preliminary investigation, the Officer should **interview the complainant, victim, witnesses, and suspect(s)** and should isolate them so the Officer(s) can obtain clear, concise, and individual statements. (42.2.1 (d))
- i. In the course of the preliminary investigation, Officers should attempt to interview/interrogate and obtain written statements from the complainant, victim, witnesses, and suspects.
 - ii. If the Officer feels a Detective is needed to be contacted to conduct an interview or interrogation, the Officer will notify the On-duty Patrol Supervisor who will make a determination based on availability and necessity.
 - iii. When no on-duty Detectives are available and a Detective call-out is requested, contact will be made with the Operations Bureau Commander.
 - iv. If a Detective is contacted to respond and does not feel a response is necessary, the Detective shall contact the Detective Sergeant.
 - v. The Commander/Supervisor should consider the total amount of loss, the severity of injury, the extent of damage, the severity of the crime, and situations where the special expertise of Detectives could lead to a more efficient or quicker conclusion to the investigation.
 - vi. When a Detective is called upon by Officers to interview or interrogate suspects that have been arrested, the Detective will normally be responsible for filing charges.
 - vii. Patrol Section personnel will remain responsible for providing assistance during questioning until released by the responding Detective.

F. Assistance During Preliminary Investigation (55.2.3)

1. **During the preliminary investigation and in addition to immediate medical aid**, the reporting Officer or the assigned investigator will provide information to the victim/witness of any felony or violent misdemeanor about applicable services to include medical attention, compensation programs, emergency financial assistance, and victim advocacy. (55.2.3 (a))
2. During preliminary investigations the reporting Officer will inform the victim/witness to contact their local Police Department immediately if they are subsequently threatened or intimidated by the suspect(s), the suspect(s) companions or associates. (55.2.3 (b))
3. **Victims/witnesses will be advised of the case number** to reference the case, and/or procedures to contact case Officer to add additional information or obtain information. (55.2.3 (c))
4. **Victims/witnesses will be provided with the Department phone number(s)** and procedure to report additional information about the case or to receive information about the status of the case. (55.2.3 (d))
 - i. Normally, the original reporting Officer will be designated as the contact for additional information unless the case is assigned for follow-up investigation to an investigator. The victim may also be advised to contact the Investigations Unit in the event they have questions or concerns.
 - ii. If a case is initially classified as inactive, the Investigations Unit Sergeant will be the designated contact(s) for additional information.

G. FOLLOW-UP INVESTIGATIONS

1. Follow-up investigations are those that go beyond the scope of preliminary investigations. Included are following-up on information that may lead to the identification and arrest of a suspect, property recovery and/or clearance of a reported offense. In most cases an investigator conducts follow-up investigations. These investigations should be conducted in accordance with applicable Department procedures.
2. Cases will be assigned to the investigator by the Investigations Supervisor or his designee responsible for distribution. This distribution will be made as equitably as possible.
3. Once assigned a case, the investigator will analyze all previous reports prepared in the preliminary investigation: (42.2.2 (a))
 - i. The investigator will seek additional information by contacting uniformed Officers, and re-contacting victims, witnesses, complainants or informants and prepare case files. (42.2.2 (b)(c))
 - ii. The investigator may complete a neighborhood canvass, if one was not done during the preliminary investigation. The canvass may be done in person or by telephone and completed as soon as possible.
 - iii. Conduct additional interviews and interrogations.
 - iv. Review applicable Department records:
 - a. Arrest records/criminal history of suspects.
 - b. Jail logs.
 - c. Field interrogation cards.

- d. Computer records.
 - e. Intelligence information.
 - v. Submit evidence for laboratory analysis and review the results upon completion. Submit fingerprint comparisons on suspects.
 - vi. Plan, organize and conduct necessary searches to gather further evidence. (42.2.2 (d))
 - vii. Collect and submit for processing any additional physical evidence.
 - viii. Identify suspects, have composite pictures made, and provide photographic and/or physical lineups for victims and witnesses. (42.2.2 (e))
 - ix. Disseminate suspect information to proper Department personnel, other appropriate agencies and the general public as necessary.
 - x. Prepare arrests warrants and/or search warrants as necessary.
 - xi. Locate, arrest and question suspects. Attempt to determine suspect's involvement in other crimes as well as checking criminal histories. (42.2.2 (f)(g))
 - xii. Prepare the case report for presentation in Court to the District Attorney's Office or other appropriate authority. Present all related documentation and physical evidence in Court proceedings. (42.2.2 (h))
 - xiii. Assist the prosecuting attorney as needed. It shall be the responsibility of the assigned investigator to properly channel all pertinent case information when required to proper personnel and/or other assisting agencies.
4. The offense report will normally serve as a checklist for preliminary investigations. An investigative checklist will be completed on those cases assigned for follow-up investigation. The unusual occurrences manual will have checklist for significant events. (42.2.3)

H. Service to Victims and Witnesses During Follow-up Investigations (5.2.4)

The victim of any case assigned for follow-up investigation will be contacted by the assigned investigator following the case assignment.

1. If in the opinion of the investigating Officer or a Supervisor the impact of a crime on a victim/witness has been unusually severe and has triggered above average victim/witness assistance, **the assigned investigator will be responsible for contacting the victim/witness periodically** to inform them on the progress of the case. (55.2.4 (a))
2. As long as it would not hinder the successful prosecution of the case, the assigned investigator **will explain to victims/witnesses the procedures involved in the prosecution of their case(s)** and their role in those procedures. (55.2.4 (b))
3. **If feasible, line-ups, interviews, and other required appearances** by any victims/witnesses should be scheduled at their convenience. (55.2.4 (c))
 - i. If necessary, and if feasible, transportation may be made available to the victim/witness for any appearances related to their case.
4. **Victim/witness property taken as evidence** will be returned as soon as possible based on applicable evidentiary rules, law, and Department property procedures. (55.2.4 (d))

- i. This does not include evidence that is contraband, firearms used in a crime, or property whose ownership is disputed and/or undetermined.
5. When available, the **victim/witness should be advised how to contact a victim advocate(s)** who may assist them during the follow-up investigation. (55.2.4 (e))

I. DEVELOPMENT OF INFORMATION

1. Records and files maintained outside the Department may be accessed to obtain information on suspects, victims, or other persons involved in a case. These sources may include but are not limited to:
 - i. Pawn shop files.
 - ii. Driver's license files.
 - iii. Vehicle registration files.
 - iv. Outside Law Enforcement Department files.
 - v. Social Service/probation service files.
 - vi. Public utility files.
 - vii. Crime Stoppers programs.
 - viii. Suspects or arrested persons in reference to an offense.
2. Surveillance may be conducted on suspects or at potential offense sites.
3. Undercover Officers may be utilized to gain information from suspects. Sting operations and reversals may also be used to gain information.
4. Interviews with inmates may be conducted to gain information.

J. CASE FILE MANAGEMENT

1. Each investigator will maintain working files. All working files from January to December of that year and cases that have low or zero solvability factors will be removed from active status and turned in to Records Section. (42.1.3 (c))
 - i. The Detective Sergeant will make sure the accessibility to investigations files are limited to Detectives or Officers involved on the case or Supervisors within the Department. Restricted access maybe needed for some cases and can restrict accessibility when required. (42.1.3 (d))
2. A case status log will be maintained by Investigations Unit.
3. All Police reports which are generated by the Investigations Unit and will be maintained either in investigations or by Records Section and will only be destroyed according to retention schedule guidelines of the State of New Mexico Pursuant to New Mexico State Statutes. Purging of all inactive files will be the responsibility of the records manager or his designee and they shall comply with the public records retention schedule. (42.1.3 (e))

K. CASE STATUS CONTROL SYSTEM / ASSIGNMENT (42.1.3 (a))

1. Upon screening a potential case, the Investigations Unit Sergeant will decide which investigator will be assigned the case and enter or update the case information in the RMS case management system. Minimally, the case management information should include:
 - i. The Investigator's Name

- ii. The Date Assigned
 - iii. The Case Number
 - iv. The Crime Offense
 - v. Other Pertinent Information
2. Officers and Detectives will be expected to effectively investigate an assigned case and normally come to a case conclusion within 60 days of case assignment.
 3. The Detective Sergeant shall prepare an Investigations Unit case management report for able every month.

L. SCHEDULING

1. Investigators working within the Investigations Unit will be assigned as needed. The number of personnel and hours worked will be designated according to necessity as seen by the Operations Bureau Commander.
2. Investigations personnel are generally classified as non-essential. As such, they do not ordinarily work on holidays. The Chief of Police or his or her designee may approve personnel to work on holidays. However, they are required to respond during inclement weather, natural or manmade disasters, or when otherwise required.
3. Investigators will be encouraged to periodically attend patrol briefings. This should enhance relationships and provides a method for the exchange of information. (42.2.4)
4. If the Investigations Supervisor cannot be contacted, the Senior Detective will be notified.
5. Detectives are expected to work other than a normal 8-hour work day, depending upon case assignment and the needs of the Unit and the Department.

M. INTELLIGENCE INFORMATION

1. **Collecting intelligence information:** Intelligence activities of the Los Alamos Police Department shall include information gathering, processing, and dissemination of information relating only to criminal activity and/or threats to the community to the appropriate, authorized personnel. Such information includes "tips and leads". (42.1.6 (a))
 - i. It is the **responsibility** of ALL Department personnel to gather and properly document all relevant intelligence information. Personnel shall document known or suspected criminal information prior to the end of their tour of duty and forward same to the Investigations Unit for evaluation and storage. (42.1.6 (b))
 - ii. **All Department personnel will be trained** on the use of intelligence report forms and process and shall document information received as outlined in above. (42.1.6 (c))
 - iii. **Utilization of personnel and techniques:** Intelligence operations requiring the use of specific personnel, specialized equipment, and/or special techniques requiring special training shall be at the direction of the Investigative Unit or the Operations Bureau Commander or and/or the Chief of Police.
2. **Safe and Secure Storage of Information:** All designated Intelligence Reports and/or files of the Los Alamos Police Department will be maintained using procedures to safeguard the intelligence information in a secure safe manner to include storage in a secure location with controlled access. The Investigations Unit is responsible for maintaining the safety and security of such information. Dissemination of such information will also be controlled. (42.1.6 (d))

3. Information to be included in an intelligence report shall be related to **specified, suspected crimes and criminal activities**, including vice and organized crime, drugs, terrorism, gangs, civil disorders, and routine criminal activity. This information may include simple tips and/or leads provided by anonymous sources. (42.1.6 (e))
4. Requests, Inquiries and Dissemination of information will be documented and maintained on the Inquiry Log. (42.1.6 (f))
 - i. Any breach of security in these or other Department files by Departmental personnel may result in disciplinary action up to and including termination.
 - ii. **The Investigations Unit will safeguard the integrity of all intelligence files and ensure that legal requirements relating to such files are not compromised.** This will include:
 - a. **Ensuring the anonymity of all Sources.**
 - b. Limiting the collection of intelligence information to criminal conduct and activities that present an identifiable threat to the community.
 - c. Restricting activities to the collection of unconfirmed intelligence, strategic intelligence, and tactical intelligence. These forms of intelligence information are defined below:
 - ♦ **Unconfirmed Intelligence:** Information from various sources (often anonymous) that by itself may infer criminal activity often referred to as tips and leads, but when combined with other information may legally establish criminal activity.
 - ♦ **Strategic Intelligence:** Information that is gathered in response to a policing problem and which is used to direct Police efforts to a specific area, criminal activity, or modus operandi in an attempt to determine criminal responsibility, arrest criminal offenders, and prevent additional crime occurrences. Strategic Intelligence is used for planning, problem-solving and assessments.
 - ♦ **Tactical Intelligence:** Information that is gathered for use in the allocation of manpower and equipment to combat or suppress identified active criminal activity.
5. **Personnel shall document, report and disseminate all intelligence information** in a secure manner. The Investigations Unit will maintain files documenting intelligence gathered. (42.1.6 (g))
 - i. Information contained in the Investigations Files will have access limited to authorized Department personnel on a “need-to-know” and a “right-to-know” basis.
 - a. **“Need-to-know”** is defined as any Law Enforcement Department in the lawful pursuit of a criminal investigation; any Law Enforcement Department (including prosecution) preparing an assessment of criminal activity where this information is required; or any Law Enforcement Department developing an analytical product pertaining to strategic or tactical analysis.
 - b. **“Right-to-know”** is defined as any Law Enforcement Department in the lawful

pursuit of a “specific” criminal investigation.

6. **Methods for purging information:** Information classified as intelligence as described in this Section and entered in the Investigations Files system shall be reviewed annually by the Investigations Supervisor for the purpose of updating or purging files which contain incorrect or obsolete information, in accordance with the Records Retention Schedule and current technological capabilities. Any information determined to be incorrect shall be immediately removed and take further action to include purging and notification of submitter, if known. Any file purge shall conform to the Records Retention Schedule. (42.1.6 (h))
7. An **annual review** of procedures and processes will be conducted by the Investigations Supervisor. Recommendations for changes shall be submitted to the Chief of Police in writing not later than March 1 of each year. (42.1.6 (i))

N. CONFIDENTIAL INFORMANT FILE

1. A master file on all informants is maintained by the Detective Sergeant. This investigator is responsible for the security of and restricted access to, these files. The effective use of confidential sources by the Department of Police is a critical asset to Law Enforcement. (42.2.7 (a))
2. When individuals indicate a willingness to cooperate with the Department as a confidential source and may be compensated for their cooperation, or the need exists to maintain their confidentiality, they will be processed as a confidential source.
3. The first step is the assignment of a primary and secondary Control Officer. The Control Officer is the employee who has primary authority to contact the confidential source. The secondary Control Officer is aware of the facts and circumstance associated with the source and may be needed to contact the source in the absence of the primary Control Officer.
4. The process begins with a debriefing of the source and completion of two forms required to assign a confidential number to the source unique only to this source. During the debriefing, the Control Officer shall interview the source as to ALL information he or she may have relating to criminal activity. The Control Officer will complete the Confidential Operative Agreement and Source History Report. The confidential source will sign their legal name in the space provided on the Confidential Operative Agreement and ten additional times on the back of the form. This may be needed in the future during an audit process in the event the source is paid with confidential funds. (42.2.7 (b))
5. If the source is to be used in an operational capacity, the Detective Sergeant must review the Source History Report and Confidential Operative Agreement and at a minimum consider the following:
 - i. Type of crime being investigated.
 - ii. Source’s criminal history.
 - iii. Source’s history related to alcohol or drug abuse.
 - iv. Source’s probation or parole status and restrictions.
 - v. Source’s history of reliability.
 - vi. Source’s work for other Police agencies.
 - vii. Motivation of the source.
 - viii. Risk to the source’s safety prior to approving the source.
6. During the registration and evaluation process, the Supervisor approving the use of a confidential source should consider the following criteria to establish the necessity of utilizing this particular confidential source:

- i. Is the person in a unique position to help the Department in a present or future investigation?
 - ii. How likely is it that the person will not compromise Department interests or activities?
 - iii. Will the person accept the direction necessary to effectively use his or her services?
 - iv. Is there any known history of prior unsatisfactory involvement as a confidential source?
7. If approved, the file shall be forwarded to the Investigations Unit for final registration and assignment of a control number if no such number already exists.
8. The Investigations Unit shall maintain all confidential source files in a master file with access limited to authorized Investigations Unit personnel and Chief of Police. All original documentation must be forwarded to Investigations to be included in the source files.
9. When Officers intend to conduct an investigation based on information supplied by an untested confidential source, a formerly reliable source with whom the Officer has had no contact for a period of three months or longer; or a source who may be supplying information to another Officer or Department; the Officer shall check with the Investigations Unit to ascertain the current status of the source. The source file must be reviewed and updated every six months if the source remains active.
10. Under NO circumstances will a confidential source be permitted to violate the law. Members of the Department will not intercede on the behalf of sources in order to preclude their arrest or to influence the disposition of pending arrest or the influence the disposition of pending criminal charges without the express permission of their Supervisor, Bureau Commander and the Officer who filed the original charges unless approved by the Chief of Police. Sources may offer information in exchange for immunity from prosecution or for release from incarceration; however, any such offers must be subject to approval by the Prosecutor responsible for prosecuting the offense.
11. Confidential sources shall be instructed to notify their Control Officer in the event they are the subject of Law Enforcement action including arrest. The Control Officer will then notify their immediate Supervisor of the incident including a recommendation as to the individual's future value as a source. Failure to comply with this Section may cause the source to be designated "Undesirable". The Department will provide full disclosure of the terms of any agreement with a cooperating witness to the defendant as determined by proper legal authority. See *Giglio v. United States*, 405 U.S. 150 (1972).
12. Criteria for classifying a source as undesirable can include:
 - i. The commission of an act which could endanger the life of a Police Officer;
 - ii. Revealing the identity of a Police Officer or another source to suspects, or in any other way compromising an official investigation;
 - iii. Attempting to use the Department to further criminal objective;
 - iv. Providing false or misleading information to any Police Department;
 - v. Failing to report contact with juvenile targets;
 - vi. Engaging in criminal activity.
13. Officers will not conduct investigations based solely upon information supplied by a Source designated as "Undesirable" unless approval is granted in writing by the Bureau Commander, Chief of Police or Prosecutor.
14. Whenever sources are relegated to undesirable status, the Control Officer shall forward a written report to the Detective Sergeant detailing the reasons. A copy of the letter along with the Supervisor comments will be placed in the source file.

15. The source file should contain:
 - i. Source History Report;
 - ii. Confidential Operative Agreement;
 - iii. Criminal history records;
 - iv. Code name(s) or number(s) for source;
 - v. A record of funds paid to the source;
 - vi. A report and designation if the source is determined to be undesirable;
 - vii. Photograph.
16. The Detective Sergeant shall be responsible for the maintenance and security of the source file, master file and all related codes. Access to the source file is limited to the Investigations Unit authorized personnel and the Chief of Police. The files shall be maintained in a separate and secured area from other files. (42.2.7 (c))
17. The Detective Sergeant shall be responsible for other methods to protect the identity of sources, such as changing codes periodically or maintaining a rotating system of identification, if needed. ALL names, codes or other identifications must be cross-indexed in the master file for specific sources. Assigned source codes shall contain the year initiated, followed by a control number. (42.2.7 (d))
18. When a source is paid with government funds, the completed Confidential Funds Receipt shall be signed by the source and his or her control number who will also indicate the amount of money received, initialing both the front and back of the amount. The receipt shall then be signed by the Officer dispersing the funds and at least one witness. When the presence of a witness is not possible, prior approval of the Control Officer's immediate Supervisor is necessary prior to payment and a written report must be prepared documenting the event. The Confidential Funds Receipt is then maintained the Section responsible for the funds with mandatory supporting documentation (e.g. lab reports, confidential reports, receipts etc.). Each expenditure shall have a written report attached to the receipt explaining the cost and its association to the pending investigation. (42.2.7 (e))
19. Payment amount authorizations have been pre-determined up to those requiring the approval of the Chief of Police.
20. Precautions to be taken with sources generally include: (42.2.7 (f))
 - i. Keeping accurate records and documentation.
 - ii. Never provide a source with knowledge of specific Police operations or activities.
 - iii. Sources that are actively being used shall periodically undergo a record check.
 - iv. The Officer should pick the location for the meetings.
 - v. Officers shall check sources for contraband to include their vehicles when engaged in covert operations.
 - vi. Contact should be kept on a business level, particularly when dealing with a source of the opposite sex or one whose sexual preference may make an investigation more susceptible to compromise through alleged improprieties.
 - vii. Officers must be aware of the CI's background, limitations, and motive. ALL contacts with CIs, including those where payments are made, should be done with two Officers present. When this is not possible, a written notation should be made explaining why only one Officer was present. Extra precautions should be taken when dealing with CIs of the opposite sex or those whose sexual preferences may compromise the credibility of an investigation. In all cases Officers must be able to substantiate all information provided by the CI.

21. Juvenile Sources will normally not be used except in the most critical situations and then only with the explicit permission of the Bureau Commander or Chief of Police. The permission of a parent or guardian or Prosecutor must be obtained before a juvenile can be utilized as an operative in an investigation. This does not preclude the use of “information only” from juvenile sources. (42.2.7 (g))

O. RESPONSIBILITIES

1. The County of Los Alamos Finance Director is responsible for disbursement of funds from the contingency fund checkbook and maintains accurate accounting records. Funds shall be maintained in a secured area in the Investigations Unit. Only the Criminal Investigators will have access to contingency funds within this Unit.
2. In order to provide a system of checks and balances, the Detective Sergeant is responsible for an annual recap and summary of the disbursements and documentation of each investigator who receives contingency fund. Reports are compiled and submitted to the Chief of Police or designee.
3. Each investigator assigned to the Investigations Unit may receive monies to be used under the guidelines of this policy. They are required to account for this disbursement.
4. Any request for disbursement of funds should be made to the Investigations Supervisor or his or her designee.
5. A receipt book is maintained by the Investigations Supervisor.
6. The exchange of disbursed monies between investigators is acceptable only on a restricted basis. This should be done only on emergency situations and only with the approval of a Supervisor.
7. Accounting records are maintained for each fiscal year which starts July 1 and concludes on June 30 of the next year. At the end of the fiscal year, the Investigations Supervisor/Finance Director gathers the funds from the investigations Supervisor and balances the account. These records are bound and maintained for a minimum of seven calendar years.
8. The Chief of Police or designee will randomly audit confidential funds no less than once per fiscal year.

P. INFORMANT PAYMENTS

1. Prior to making payment to an informant, an informant file should be prepared, and an informant number assigned.
2. The amount of payment should be commensurate with the value of services and/or information provided. Payments for information leading to a seizure, with no defendants, should be held to a minimum. Payments should be based on the following factors:
 - i. The level of the targeted individual, organization or operation.
 - ii. The amount of the actual or potential seizure.
 - iii. The significance of the contribution made by the informant to the desired objectives.
3. A receipt is required with the exact amount paid to and received by the informant. Cumulative or anticipatory receipts are not permitted.

4. Informants are required to acknowledge, by a signature, any payment made to them. There should be at least one other witness documented on the expense report.
5. As payments are made to an informant, the investigator is responsible for keeping accurate records.

Q. MISCELLANEOUS PURCHASE

1. Stolen Property Purchases
 - i. Expenditures for the purchase of stolen property are handled in the same manner as narcotics purchases.
2. Other Expenditures
 - i. Expenditures for food, alcoholic and non-alcoholic beverages and other items which may be necessary must be accompanied by a receipt when possible and entered on the receipt book. The investigator's name, if applicable, case number or informant number should be placed on all receipts for miscellaneous investigative expenditures. The Investigations Supervisor or his designee verifies all expenditures on a monthly basis.

R. APPROVAL, AUDIT AND REPORTS OF EXPENDITURES

1. The Investigations Supervisor or his designee must approve, in advance the following:
 - i. Single investigative expenses in excess of \$100, or
 - ii. Single informant payments in excess of \$250.
2. The Chief of Police must approve, in advance, payment to informants in excess of \$500.
3. The receiving investigator signs for any receipt of funds.
4. The Criminal Investigator maintains the file of disbursement reports.
5. The confidential funds shall be reconciled on a weekly basis by either the Detective Sergeant or the Operations Commander. Reconciliation includes matching the confidential funds log to the receipts, and the receipts to the remaining balance. Additionally, verification of signatures and supporting documents is required.

S. CONFIDENTIAL SOURCE

1. A confidential source is a person providing information to the Police who believes that the information may or may not result in a criminal investigation. This information is provided with no compensation or consideration for personal motivation. Information received by a confidential source will be reviewed and acted upon in an appropriate investigative manner.

T. INVESTIGATING LOSS OF MONIES

1. Any loss of money shall be reported immediately to the Chief's Office through the chain of command and a detailed written memorandum submitted.
2. An appropriate investigation shall be conducted by the Investigations Supervisor or his designee as required by the circumstances of the incident which may result in an Internal Affairs investigation.

3. Reimbursement to an investigator will be made on a case-by-case basis.

U. FORFEITURES OF SEIZED PROPERTY

1. Seized property that is subject to forfeiture is pursued in accordance to federal and state law.
2. The seized property is held by the Evidence Custodian of the Police Department pending final disposition by the Court.

V. INVESTIGATIONS

1. Homicide Investigations

- i. Any death of suspicious nature shall be considered a homicide until such evidence indicates differently.
- ii. The first arriving Officer/investigator will establish that the victim is in fact deceased with the aid of emergency services personnel. He will take into consideration his own safety and the safety of others when arriving at such a scene. Once established that there is no danger to himself or others, the scene will be secured with no additional Officers, investigators or Supervisors passing beyond the established perimeter of the scene, unless absolutely necessary. As soon as practical a crime scene log will be established, documenting the entrance and exit times of all personnel into and out of the crime scene.
- iii. The identity of the victim will be made as soon as possible.
- iv. A determination of the location of the original crime scene, if other than where the body is located will be made.
- v. The Office of the Medical Examiner will be notified as soon as possible for response to the location of the body. Determination as to the time of death, through medical examination made as soon as possible.
- vi. Determine the means of death.
- vii. Develop information about the case from:
 - a. Background and activities of the victim.
 - b. Information on last hours of the victim.
 - c. Follow-up on any vehicle information.
 - d. Injured suspects.
 - e. Witnesses/informants, interview of persons with knowledge of the victim's activities and with access to the premises of the crime.
 - f. Weapon(s) used.
 - g. Connections with other crimes.
 - h. Motive.
 - i. Opportunity, including known persons at the scene and persons believed to have been at the scene.
- viii. Examine evidence.
- ix. Exonerate innocent suspects.
- x. Develop exculpatory evidence to include:

- a. Alibi.
 - b. Self-defense.
 - c. Intent
 - d. Mental state
 - e. Sobriety.
 - f. Criminal record of the suspect/victim.
 - g. Criminal and mental records of victim, offender and witnesses.
- xi. Coordinate with appropriate agencies for traumatized family members/witnesses.
- xii. Complete all applicable general investigative procedures.
- xiii. The investigator will be in charge of coordination of all aspects of the investigation including but not limited to:
 - a. Crime scene(s) processing
 - b. Interview(s) and interrogations
 - c. Evidence collecting and recording
 - d. Follow-up investigations and assignments

2. Sexual Assault Investigations

- i. In most cases investigations on sexual assault cases will be conducted by an investigator. These investigations shall be conducted in accordance with applicable Departmental procedures. Patrol Officers shall respond to the initial call for service and document incident in report. The responding Patrol Officer will contact an investigator for each sexual assault case. Investigators will then make the determination if he is responding to the scene.
- ii. Obtain consent to search or have evidentiary search warrant for the body fluids and hair, and have these items collected from the victim.
- iii. If the suspect is identified, obtain consent to search or an evidentiary search warrant issued for body fluids and hair, and have these items collected.
- iv. Ensure that all physical evidence is properly analyzed by the appropriate laboratory.
- v. If the suspect is not known, have a composite picture made of the suspect from descriptions of victims or witnesses.
- vi. Consider a polygraph for the victim or suspect.
- vii. Notify and coordinate with appropriate agencies if the victim is a child and the suspect has access to the child.
- viii. Coordinate with victim-witness assistance agencies for traumatized persons.
- ix. Complete all applicable general investigative procedures.

3. Burglary/Theft Investigations

- i. In most cases investigations on burglary/thefts will be conducted by a Patrol Officer with follow-up by the Investigations Unit if necessary. These investigations will be conducted in accordance with applicable Departmental procedures.

- ii. Ensure that all stolen property meeting established criteria is entered in the NCIC and local computers.
- iii. Ensure the prompt removal of items upon recovery from NCIC.
- iv. Develop methods and means to identify suspects, make arrests, and file cases.
- v. Develop informants with information for location and recovery of stolen property and to identify suspects.
- vi. Develop intelligence information on known suspects and their activities.
- vii. Contact other Law Enforcement agencies having similar offenses to coordinate investigative efforts and share intelligence.
- viii. Consider polygraph examinations for victims/suspects.
- ix. Complete all applicable general investigation procedures.

4. Forgeries

- i. In most cases investigations on forgeries will be conducted by an investigator. These investigations shall be conducted in accordance with applicable Departmental procedures. Patrol Officers shall respond to the initial call for service and document incident in report.
- ii. Original forged documents should be obtained and logged into evidence.
- iii. Contact the person accepting the forgery to verify that the alleged document is the one that was actually presented, and information of suspects are obtained.
- iv. Contact the account holder to verify information and to determine any additional information that would be pertinent to the investigation.
- v. Complete all applicable general investigation procedures.

5. Auto Thefts

- i. In most cases investigations on auto thefts will be conducted by a Patrol Officer and followed-up by the Investigations Unit if necessary. These investigations shall be conducted in accordance with applicable Department procedures.
- ii. Develop informants with information for the location and recovery of stolen vehicles, vehicle parts and to identify suspects.
- iii. Physically locate, remove, and seize any stolen vehicles, vehicle parts discovered during an investigation.
- iv. Contact other Law Enforcement agencies having similar offenses to coordinate investigative efforts and share intelligence.
- v. Complete all applicable general investigation guidelines.

6. Identity Crimes (42.2.8)

- i. The Department shall take an **initial incident report** for any case of alleged **identity theft** that has either been initiated by a perpetrator within Los Alamos County or has

resulted in a person being victimized within the county. As a Courtesy to Los Alamos residents a report may be taken for identity thefts that occur outside of our jurisdiction. If the victim is not able to make the report in person, the Officer may utilize information taken over the phone to initiate the report. **(42.2.8 (a))**

- ii. Officers will use the **standard incident report** format to report cases of alleged identity theft. **(42.2.8 (b))**
- iii. Officers who initiate an incident report from a victim of an alleged crime of identity theft shall offer the victim information on victim's rights. **(42.2.8 (c))**
- iv. If an alleged crime of identity theft is assigned for investigation to a Detective, which Detective's Supervisor will be responsible for ensuring that any necessary **coordination of investigations** is achieved with any Department that may have relevant information to the case. **(42.2.8 (d))**
- v. The Department **shall maintain information on identity theft prevention** and provide the public with new information when it comes available. **(42.2.8 (e))**

7. Cold Cases (42.2.9)

- i. A **cold case** is any unsolved homicide, felonious assault, kidnapping, sexual assault, or aggravated robbery that has been deactivated by the initial investigator. **(42.2.9 (a))**
 - a. Any Detective wishing to reopen a cold case shall send an e-mail to the Detective Sergeant, with copies to the Operations Bureau Commander and Chief of Police, requesting the cold case be reassigned or reopened to them.
- ii. The Detective Sergeant will use the following **criteria to establish whether a cold case will be reassigned**. **(42.2.9 (b))**
 - a. Cases that are identified through additional information and/or evidence brought to the attention of the Department.
 - b. Unsolved cases that have witnesses, suspects, and/or victims that are still available for interviews and may provide new information.
 - c. Any unsolved case where technology is not available or not utilized at the time of the original investigation may provide new opportunities to solve the case.
 - d. The Detective Sergeant shall be responsible to conduct an annual review of Department cold cases to determine if any meet the above set criteria for reassignment.
- iii. All investigative actions or activities involved in the investigation of any cold cases shall be recorded in the case packet, as with any other follow up investigation. The progress of an investigation will be reviewed by the Detective Sergeant periodically as a part of his or her case management reviews. **(42.2.9 (c))**

8. Major Crime Scene

- i. At a major crime scene, the following steps should, when possible, be completed to document the crime scene:
 - a. Photograph the scene;

- b. Video the scene;
 - c. Mark the evidence;
 - d. Diagram the scene;
 - e. Collect the evidence.
- ii. At a major crime scene, a search will not commence until it has been photographed. The Detective shall photograph the crime scene in a manner that produces a clear, undistorted photo that does not misrepresent or visually alter the scene in any way.

9. Diagram

- i. Crime scene diagrams should be preceded by crime scene photographs.
- ii. The diagram should include:
 - a. Dimensions;
 - b. Relation of the crime scene to other buildings, geographical features and/or roads;
 - c. Address;
 - d. Location of significant features of the scene, including the victim;
 - e. Date and time of preparation;
 - f. Name of person preparing the diagram;
 - g. Direction of north;
 - h. Locations of items recovered as physical evidence;
 - i. If not to scale, so state;
 - j. Sufficient information so that a final drawing to scale can be completed if necessary.

W. REPORT REVIEW

1. All reports that become official record are reviewed for completeness, accuracy and offense elements.
2. Investigations Supervisor or designee shall review reports for completeness, accuracy and offense elements.
3. If a report is determined to be incomplete, inaccurate or lacks the elements of the stated offense it shall be returned to the investigator for correction. Investigators may be required to conduct additional investigation in order to make a case presentable for filing.
4. Cases for filing are prepared and submitted by the investigator to the District Attorney's Office for final approval.
5. Cases accepted for prosecution that the prosecuting attorney indicates needs further work, are to be sent to the filing investigator. That investigator will complete corrections requested or additional investigations and submit the follow-up in a timely manner. Additional work will be checked by the Investigations Supervisor or his designee.
6. Cases not approved are returned to the investigator for correction or further work, or cleared by no prosecution on the part of the District Attorney's Office.
7. Investigators consistently displaying deficiencies in case preparation or investigative techniques shall receive notations of such work in their personnel files by the Investigations Supervisor or his designee. Further displays of deficiencies will be monitored by the Detective Sergeant for further corrective actions required.

X. CRIMINAL HISTORY INVESTIGATIONS

1. Criminal history investigation is used as an investigative tool for Law Enforcement purposes to determine a person's involvement in past criminal offenses to locate habitual offenders.
2. Habitual/Serious Offender Criteria applies as defined within the New Mexico State Statutes (42.1.5 (a))
3. Cases involving habitual/serious offenders will be reviewed by the Detective Sergeant and discussed with the Prosecutor.
 - i. Any case which the Department identifies as involving suspects who meet the above criteria should cause the investigator to contact the Prosecutor's Office to request assistance and advice in case preparation and bond. (42.1.5 (b)(c))
4. Information developed in a criminal history investigation shall be used only to substantiate or disprove the alleged involvement of a person in a criminal case.
5. All criminal history investigations shall be conducted in a discrete and professional manner to protect individual rights.
6. A variety of sources may be used to obtain information including.
 - i. Criminal history
 - ii. NCIC and Criminal History Index (if a criterion is met).
 - iii. LINX
 - iv. TLO
 - v. Police Department Records
 - vi. Bank records and credit checks
 - vii. Medical records
 - viii. Relatives, neighbors, business associates, known associates, etc.
7. Any information developed for background during an investigation should be documented separately from any other investigative reports. All information and material obtained is confidential and should be noted as such on the report. Any information shall be released for official purposes only following the established Department confidential records release policy.
8. Any physical records obtained may be seized as evidence and handled accordingly.

Y. CASE STATUS (42.1.3 (b))

1. The investigator determines the administrative designator or changes the status of each case assigned. This decision is based upon information developed by, or provided to, the assigned investigator. Any change in the status of the case is made through a supplemental narrative report. (42.1.3 (b))
2. Case status categories are designated as:
 - i. Refusal to Prosecute-Victim**
 - a. No further actions are requested by the victim on the part of the investigator, except for domestic violence cases.
 - ii. Refusal to Prosecute-County/State/District Attorney's Office**

- a. The case has been reviewed by the prosecuting authority and has declined to take the matter through the Court process.

iii. Cleared by arrest

- a. Defendant has been arrested

iv. Exceptionally cleared -Referral to another Department

- a. The investigation of the case was turned over to another Department

v. Warrant/summons issued

vi. Case unfounded

- a. Indicates that a case does not contain the legal elements of an offense required to meet its original classification.

vii. Inactive

- a. Indicates that all available leads have been exhausted, but the case has not been brought to a satisfactory conclusion. Investigative efforts may be resumed at a later date.

3. Information on the status of a specific case is recorded, maintained and updated by the investigator to which the case is assigned.
4. Periodic supplemental reports are completed by the assigned investigator, submitted for Supervisory approval, and then submitted to the Records Section for processing. While all original copies of associated work will be forwarded to the Records Section for maintenance, an investigator may maintain a duplicate file for investigative purposes.
5. The case status is noted in RMS.
6. Victims of crimes should be notified of any change in status of their case by the investigator/Officer aware of the change, unless such notification would jeopardize the investigation and the Shift Supervisor approves. Notification may be verbal or written and shall be noted in the case records.

Z. MONTHLY REPORT

1. Monthly report is the responsibility of the Detective Sergeant. The monthly report contains the following information:
 - i. Total number of cases assigned investigation.
 - ii. Total number of cases assigned to each investigator.
 - iii. Total number of cases cleared by each investigator, and UCR crime classification.
 - iv. Overall unit clearance rate for the month.
 - v. Other data as required.

AA. PHYSICAL LINEUPS

1. The Courts have ruled that participation in lineups by in-custody suspects permits mandatory compliance. A suspect in custody may be forced to participate in a lineup. Since this is not the best procedure and could result in a tainted lineup, a Court order is recommended in order to force the suspect's compliance with the physical lineup.
2. The Courts have ruled that the suspect's right to counsel at lineups is applicable only after the initiation of formal judicial proceedings (case filing, indictment, arraignment, etc.).

3. If the suspect is in custody and requests appointment of an attorney, the investigator will contact the prosecutor with the request. The lineup will not proceed until an attorney has been appointed and is present.
4. If the suspect is not in custody, a Court order is required to compel participation in the lineup.
5. The investigator must maintain accurate and complete notes recording the entire procedure.
6. An unbiased and impartial approach towards the suspect's constitutional rights is mandatory for all Officers.
7. The prosecutor should be notified and encouraged to provide representation during the lineup. The prosecutor's office determines whether their presence is required or not.
8. If the suspect is represented by an attorney, the attorney must be given reasonable notice of the lineup date.
9. If the attorney does not appear at the date and time notified the lineup is postponed. The suspect may waive the right to counsel or agree to a substitute attorney.
10. If the suspect refuses to retain an attorney, no lineup is conducted until the suspect has a Court appointed attorney. The prosecutor's office shall be notified of the situation.
11. Defense attorneys may not question witnesses who are under Police control. The attorney may be present during the identification and post lineup interview.
12. A witness may speak to a defense attorney if they desire, but should be advised they are not obligated to do so. The investigator should be present during any conversation between witness and the suspect's attorney.
13. Victims and witnesses should be given instructions concerning procedures. They should not:
 - i. discuss anything with attorneys present unless accompanied by the investigator;
 - ii. make any overt or declaratory statements;
 - iii. proceed until instructed; or
 - iv. discuss the lineup or identification with other witnesses.
14. Victims/witnesses are shown Courtesies of proper and ample notification of lineup date, time and location.
15. Suspects may be compelled to repeat words or phrases. All persons in the lineup must repeat the same words or phrases.
16. If a suspect refuses to cooperate in speaking, the prosecutor's office shall be contacted and advised, actions for contempt of Court proceedings may begin.
17. Witnesses should be properly isolated from each other before, during and after the lineup. Each witness views the lineup individually. Witnesses are not allowed to see the suspect prior to the lineup.
18. When selecting lineup participants, physical characteristics should be as close as possible and/or practical.
19. Co-defendants are not placed in the same lineup.

20. The lineup should be conducted with the suspect and at least five other individuals, for a total of 6 pictures.
21. The lineup should be conducted with one investigator working with the participants. A second investigator should work with the witnesses and attorney(s).

BB. SEQUENTIAL PHOTOGRAPHIC LINEUP COMPOSITION

1. Sequential photographic lineups are proper investigative tools for securing suspect identification, provided they are not suggestive or improperly presented.
2. Sequential photo lineups may be used during an investigation either before or after arrest. There is no requirement that the suspect's attorney be present when a sequential photo lineup is presented to a witness.
3. Witnesses and victims may be allowed to view photos on file at the Police building to generally search for a photo of the suspect. This is generally used when a definite suspect has not been identified.
4. Lineup presentation in photo array shall be arranged at random with at least five photos of other individuals. All photos must be of the same sex, race, and approximate age and are displayed in the same manner. (i.e. background, color photos, black and white photos). (42.2.11 (a))
5. When mug shots are used in a sequential photo lineup, all identifying written information or Law Enforcement reference on the photos is removed or covered if possible.
6. When general photographic Police files are shown to a witness/victim, any names on the photos are removed or covered. These files may include pictures of individuals who have been handled for a particular offense. This may be necessary to ensure an adequate number of pictures for viewing to make the process objective.

CC. SEQUENTIAL PHOTOGRAPHIC LINEUP PROCEDURES

1. **Instructions should be given to the witness** prior to them observing the lineup explaining what they will be observing and the procedures to follow. No information should be given to the witness that would in any way influence the results of their observation of the lineup. Witnesses should be encouraged to be honest, do not guess, and to not be disappointed if they cannot identify the suspect. (42.2.11 (d))
 - i. The investigator or administrator of the lineup will use the witness instructions sheet to advise the witness of the procedures to be followed.
2. A sequential photographic lineup is not shown to more than one witness/victim at a time. In the case of multiple witnesses/victims viewing a photo lineup, individual responses of each witness are not made known to other witnesses. (42.2.11 (c))
3. The investigator does not, by words or gesture, suggest an opinion as to which photograph is the suspect. The investigator must remain neutral during the presentation and not give any feedback. (42.2.11 (f))
4. The sequential photographic lineup shall be logged into Evidence.
5. The viewing witness will initial the photo selected, if any.

6. Information pertinent to the presentation procedure is documented in the investigator's paperwork. This may include statements made by the viewing witness/victim.
7. Once the witness has observed the photo lineup, a taped statement, either audio or video, should be obtained from the witness describing the results of the observation regardless of the outcome. (42.2.11 (b))
8. If the witness identifies a suspect out of the photo lineup, the investigator should address the **level of confidence the witness has in his or her identification** and this information should be captured during the taped statement. (42.2.11 (e))
9. Each time a photo lineup presentation is made a record is to be made of the procedure and documented, to include: (42.2.11 (g))
 - i. Time
 - ii. Date
 - iii. Location
 - iv. Name of witness/victim
 - v. Photographic numbers
 - vi. Offense date
 - vii. Offense number
 - viii. Investigator
 - ix. Results

DD. JUVENILE OFFENDERS/SEQUENTIAL PHOTO LINEUPS

1. Photo lineup is prepared the same as for an adult. Use of this procedure must be in accordance with the New Mexico Children's Code dealing with photographs of children.
2. School yearbooks may be used as photo lineups. All names and identifying information, including page numbers must be covered. A sufficient number of pages must be displayed to allow the witness to view an adequate number of photos with similar characteristics as the suspect.

EE. SHOW-UPS IN EYEWITNESS IDENTIFICATION (42.2.12)

1. Show-ups carry a dangerous degree of improper suggestiveness and should not be used absent **compelling reasons** for not using a photographic lineup. Some examples of compelling reasons are:
 - i. Subject, who fits the physical description of the suspect, is apprehended within a short distance of where the crime was committed and within a short time after the commission of the crime.
 - ii. Officer(s) attempt to apprehend a suspect in the area of the crime within a short time period and the subject flees the area and is apprehended after a pursuit.
 - iii. Suspect is apprehended under the criteria listed above and is in possession of some type of evidence that he or she committed the crime.
2. When **transporting** a subject back to the scene of a crime for witness identification he or she will be transported in a Police vehicle using necessary safety precautions depending on the nature of the crime, while preserving the rights of the subject who has been detained. If possible, the subject should be removed from the vehicle prior to the witness observing him/her so as not to influence the identification.
3. If **more than one eye witness** is available, they should observe the suspect separately as to not influence each other's identification, if possible.

4. **Instructions should be given to the witness** prior to them observing the suspect explaining the procedures to follow. No information should be given to the witness that would in any way influence the results of their own observations. Witnesses should be encouraged to be honest and to not be disappointed if the person they are observing is not the suspect that they are being asked to identify.
5. If the witness identifies the suspect from the show-up, the investigator should address the **level of confidence the witness has in his or her identification** and this information should be captured during the taped statement.
6. No **feedback** should be given by the investigator reference proper or improper identification that would influence this show-up or subsequent lineup.
7. Once the show-up is complete and a statement taken from the witness, the investigator must document the activity and its results through his or her case follow-up log and/or supplement.

FF. Organized Crime

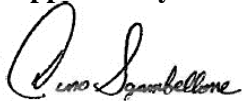
1. Definitions:
 - i. **Vice** – may involve prostitution, illegal use/sale of alcoholic beverages, and the distribution/sale of obscene and pornographic materials.
 - ii. **Drugs** – focuses on the distribution/sale of illegal and controlled substances.
 - iii. **Organized Crime** – address unlawful activities by members of organized groups or associations engaged in or promoting extortion, theft, fencing, loan sharking, labor racketeering, or other offenses for profit, or engage in supplying illegal goods and services-prostitution, drugs, liquor, weapons or other unlawful conduct may include intimidation or corruption.
2. Surveillance Equipment (43.1.4)
 - i. The Department has access to specialized equipment that can be used to support special investigations. This equipment is owned by the Los Alamos Police Department.
 - ii. Specialized equipment includes:
 - a. Visual monitoring equipment
 - b. Audio transmitters and recorders
 - iii. None of this equipment is used without prior knowledge of the Investigations Supervisor.
 - iv. A sign-out log monitoring the use of any of the above listed equipment is completed. This log contains the following information:
 - a. Case number
 - b. Suspect(s) information
 - c. Date and time
 - d. Investigators name.
3. Complaints Management

- i. Complaints and/or information regarding **organized crime, drug and/or vice activities** shall be forwarded in the form of an offense report or Department intelligence report that will be reviewed and/or assigned by the Investigative Unit Sergeant. (43.1.1 (a))
 - ii. All reports regarding organized crime, drug, and/or vice activity shall be **maintained in the Department's Records Management System or the Intelligence Data Base**. Intelligence information will be distributed to Department personnel who may be affected by the information as determined by the Detective Sergeant. (43.1.1 (b))
 - iii. A **log** of all intelligence reports conveyed to and received from outside agencies will be maintained by the Investigations Unit. (43.1.1 (c))
 - iv. The Detective Sergeant will provide the Chief of Police, when available a monthly briefing via a meeting or conference call of all organized crime, vice, and drug activities that have occurred. (43.1.1 (d))
4. Funds for organized crime, drug and/ vice control. (43.1.3)
- i. The Department's budget shall provide for a confidential fund to support the operations of the organized crime, drug and/or vice control functions. These funds are maintained by, and are the responsibility of the Detective Sergeant. (43.1.3)
5. Undercover Operations (43.1.5)
- i. When undercover operations are conducted a code name will be assigned to the operation for recording purposes.
 - ii. Informants, citizen complaints, intelligence information, patrol observations and other information sources are used to identify and analyze suspects.
 - iii. Undercover contacts may be made using an informant who introduces the suspect to the undercover Officer. The Officer can then frequent areas where the illegal activity takes place. When possible, other Officers should become familiar with the neighborhood or target area before the operation takes place. No undercover Officer will conduct undercover operations without a surveillance team and operations plan
 - iv. An Officer may be provided with alias identification when necessary. The Office of the Chief of Police maintains all records on alias identification and is responsible for release of any information in that regard.
 - v. The Operations Commander or his designee determines what safeguards should be established for the particular operation.
 - vi. Department personnel should not approach, or in any way identify an undercover Officer as a Police Officer in the event of contact.
 - vii. If any Department employee becomes aware of an undercover operation or the identification of any Officer involved, they will not discuss any information obtained unless specifically asked by a Supervisor.
 - viii. The Operations Commander or his designee determines the amount of supervision necessary for the operation. This decision is based on type and length of the operation numbers of personnel involved and experience/training of personnel.
 - ix. Specific operational procedures for arrests are determined by the Operations Commander or his designee. This includes coordination of arrests, providing for adequate backup Officers and for the collection of evidence.

- x. The County Attorney and District Attorney should be consulted on legal ramifications arising from the operation. The District Attorney will be notified prior to any investigations involving a reversal. Established deconfliction protocols shall be followed in all cases involving an undercover Officer.
 - a. Any law enforcement Department that is doing a covert operation calls into DEA/HIDTA. HIDTA inputs the target location into their computer system to ensure no other law enforcement Department is conducting a simultaneous operation or search warrant on the same location, same time or day. This is to include: (46.2.8)
 - ◆ Qualifying events and contact resources (46.2.8 (a))
 - ◆ Authorized users and administrators (46.2.8 (b))
 - ◆ Information authorized for release to system provider (46.2.8 (c))
 - ◆ System contacts and internal distribution of information requirements (46.2.8 (d))
 - xi. During the course of an operation all records relating to active vice, drug, and organized crime investigations, will be maintained separately from central records. A sequential numbering system will be assigned each offense in the following way: (43.1.2)
 - a. Last two digits of the Year
 - b. Initials of the name of the operation
 - c. Month of occurrence
 - d. Sequential case numbers
 - xii. Any evidence which needs to be tagged and logged may use the above mentioned number.
 - xiii. At the completion of the operation a block of crime report numbers is acquired from the Records Section and the reports are then filed in the central records system.
 - xiv. Prior to an undercover operation beginning, the Operations Commander or his designee will ensure that any undercover Officer has met minimal standards of training including firearms qualifications, use of force, search and seizure, field testing of narcotics, criminal law and Courtroom testimony as set by Department policy.
 - xv. The Chief of Police is kept abreast of any development by reporting such on at least a monthly basis.
6. Raid Operations (43.1.5)
- i. Raid operations may be defined as the execution of any search warrant, service of arrest warrants in a high-risk situations or the execution of arrest warrants as the result of undercover operations. The Chief of Police will authorize the use of force in raid operations (i.e., use of tactical response team for entry).
 - ii. Officers planning to conduct operations of this nature will review this policy and submit an Operations Plan to the Operations Commander for review and approval. Operations plans will be maintained in accordance with Records Retention.
 - iii. The case investigator is in charge of on-scene operations and is responsible for conducting a briefing of the plan for the purpose of making position assignments and informing participants of any potential hazards, etc.
 - iv. Strategies for the raid should include, but not be limited to:

- a. Specific personnel assignments to cover all entrances and exits from the target area.
- b. Specific personnel assignments for the entry team and for Suspect security. Specific information such as target address, suspect information and proper radio channel is known to all raid team members. Telecommunications will be advised of the channel which will be utilized by raid team members.
- c. Full operational plan, diagrams, photographs and copy of warrant if applicable.
- d. Contingency plan.
- e. All members of the entry raid team shall wear protective body armor, insignia which clearly identifies them as a Police Officer and a weapon. Other equipment, which should be readily available, includes:
 - ♦ Handcuffs;
 - ♦ Portable radios;
 - ♦ Specialized equipment.
- f. When entry has been made, designated Officers will receive specific areas to search depending on the scope of the warrant. All contraband and evidence is secured by a designated evidence Officer. Search team members use reasonable care to minimize property damage.
- g. The Consolidated Dispatch Center is made aware of the location and participants.
- h. When executing warrants in another jurisdiction, the appropriate Law Enforcement Department is contacted for assistance.
- i. Once the entry team announces their intent and there is no response within a reasonable amount of time or the team believes evidence is being destroyed, the team is authorized to use reasonable force to gain entry. If the suspects resist, Officers are authorized to use reasonable force to protect themselves or others from death or serious injury.
- j. If an Officer, suspect or other person is injured, medical aid is summoned as soon as possible. Appropriate Command Staff notifications are made and appropriate documentation of the incident is made.
- k. All suspects are brought to a specified area and secured by the cover team. The suspects are provided with a copy of the search warrant. Arrested persons are transported to the Los Alamos County Detention Facility, or other designated Detention Facility.

Approved by:



Dino Sgambellone
Chief of Police

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204 Crime Analysis Reporting			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	15.3.1, 45.1.1		

I. PURPOSE

The purpose of this General Order is to establish guidelines, procedures and responsibilities for the collection, analysis and distribution of traffic and crime information so that appropriate action can be taken to reduce traffic crashes and criminal activity and to resolve other designated problems within Los Alamos County.

II. POLICY

The Crime Analysis function is responsible to identify criminal activity by crime type, geographic area and other factors that will aid in understanding patterns for criminal activity. This information shall be used by the Department to deploy resources, by the Investigations Unit to assist with investigations, and by Community Liaison Officer(s) to prioritize community education and crime prevention strategies. (45.1.1 (a))

III. DEFINITIONS

COMPSTAT/ABLE – Stands for Computer Statistics/Accountability Based Law Enforcement and refers to the report generated by the Crime Analysis Unit. The report contains statistical information based on collected data that has been analyzed and mapped for use by members and units of the Department.

IV. PROCEDURES

1. The Crime Analyst is required to attend the monthly ABLE meeting. During staff meetings, the Crime Analyst will share information regarding current crime trends and occurrences. All staff meetings will generally be held weekly unless otherwise notified. Supervisors can retrieve statistics from RMS such as types of crimes, traffic crashes, frequency, location, date and time, suspect information, incident reports etc. During staff meetings the Operations Commander is required to report on criminal and traffic issues as identified by Police and citizen concerns to the Chief of Police. (15.3.1 (c))
2. The Operations Commander has available, through RMS and Daily E-mails from the Shift Commanders, statistics and information of Shift activity and shall analyze on a shift-by-shift basis the crime trends. The Crime Analyst and Operations Commander shall review all information once per week to assure continuity of effort.
3. The Operations Commander and the Crime Analyst will utilize their individual and collective resources and manpower to determine the most effective tactic to combat specific, targeted crimes.
4. The Sergeants shall meet monthly at or after ABLE meetings to exchange information and develop short-term and long-term strategies. This includes the identification of potential and actual Police hazards that are within the service area. These strategies will be reviewed by the Operations Commander, and kept on file for assessment of their efficacy. (15.3.1 (b))

5. Visual reminders, such as the use of pin maps, etc., are encouraged as they provide a constant, on-going generation of information. This provides documentation of frequencies and geographic distribution of selected crimes.
 - i. The Department's Crime Analyst shall be in charge of traffic pin map. This map will show monthly information regarding traffic crashes.
 - ii. The Department's Crime Analyst shall be in charge of mapping criminal damage/other crimes (crimes against persons).
 - iii. The Department's Crime Analyst will be responsible for burglary and larceny mapping.
6. Members of the Departments Detective Unit will gather crime information. Local crime information will be shared with surrounding agencies.
7. Los Alamos Police Department members shall also work with Los Alamos County Crime stoppers, and or local media if needed to disseminate information.

B. SOURCE DOCUMENTS (15.3.1 (a))

1. The following source documents may be used to collect data for crime analysis:
 - i. Offense/Crime reports
 - ii. Field interview cards
 - iii. Arrest reports
 - iv. Supplemental reports
 - v. Other reports of record within the Department
 - vi. Reports from other agencies
2. Records personnel shall provide detailed information on statistics upon request of an employee. The following factors should be included in the report, if available:
 - i. Frequency by type of crime;
 - ii. Geographic factors;
 - iii. Temporal factors;
 - iv. Victim and target information;
 - v. Suspect information, including vehicle descriptors;
 - vi. Modus Operandi factors;
 - vii. Physical evidence

C. EVALUATION PROCEDURES

1. On a monthly basis at staff meetings the Chief of Police will be briefed on all ideas and methods to address recognized crime patterns and trends. During this meeting the Sergeants are held accountable for the activity, which has taken place during their shift.
 - i. Goals for last month
 - ii. Goals for next month
 - iii. Crash Reports in relationship to citations
 - iv. Crime reports in relationship to crime patterns
 - v. Community Concerns
2. The following factors should be considered in crime analysis:
 - i. Frequency by type of crime
 - ii. Area / location
 - iii. Date & time
 - iv. Victim and target descriptions

- v. Suspect / vehicle descriptions
- vi. M.O. and Evidence information

D. ADMINISTRATIVE REPORTING PROGRAM

1. In order to create a system wherein the staff is informed of daily and monthly operations which are used to provide guidance to set Department goals and objectives and as a guide to report Department activities to outside entities, the following administrative reports are utilized:
 - i. Reports to the Chief of Police
 - ii. Watch and Shift Commanders - When assigned to a project or made aware of current trends, Watch and Shift Commanders will utilize data kept in RMS to research the topic of interest. Officers assigned to special units or projects can also use this tool.
 - iii. These reports are designed to assist the Chief of Police in ensuring Department goals are being met; that Department resources are being utilized efficiently; and that community needs are being met.

E. REPORT TO COUNTY MANAGER

1. A report compiled, yearly, from the monthly reports to the Chief of Police. This report includes, among other things, a comparison from the previous year calls for services; reported crime and arrests, and community education presentations.

F. STATISTICAL REPORTS

1. An activity report lists the activity of each individual Officer. It is designed to provide Supervisors with productivity levels of Officers, assist in determining any patterns in productivity and tracking to determine any selective enforcement needs.
2. This report can be distributed by the Crime Analyst to appropriate Supervisors within the Police Department.
3. A Monthly report is produced by the Crime Analyst for comparison of items month to month to the previous year. This report is distributed by the Crime Analyst to the appropriate personnel within the Police Department.
4. A Uniform Crime Reporting (UCR) report is produced by the Records Manager and contains the requested information. This report is distributed to the Chief of Police for review and then sent to the FBI.

Approved by:



Dino Sgambellone
Chief of Police

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205 Traffic Enforcement and Crash Investigation			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	1.2.7, 61.1.1, 61.1.2, 61.1.3, 61.1.4, 61.1.5, 61.1.6, 61.1.7, 61.1.8, 61.1.9, 61.1.12, 61.1.13, 61.2.1, 61.2.2, 61.2.3, 61.2.4, 61.3.1, 61.3.2, 61.3.3, 61.4.1, 61.4.2, 61.4.3, 61.4.4, 82.3.4		

I. PURPOSE

The purpose of this General Order is to establish guidelines and procedures for traffic enforcement.

II. POLICY

It is the policy of the Los Alamos County Police Department to reduce traffic crashes, injuries and fatalities and to facilitate the safe and expeditious flow of vehicular and pedestrian traffic through the voluntary compliance with traffic laws and regulations. The Department seeks to achieve this through a combination of education and enforcement including:

1. Programs aimed at exposing traffic problems;
2. Giving notice and warnings of traffic law and regulation changes prior to taking enforcement action;
3. Taking enforcement action for illegal and potentially hazardous acts without regard for such factors as attitude, intent, or frivolous excuse.

III. DEFINITIONS

None at this time.

IV. PROCEDURES

A. Use of Discretion (1.2.7)

1. Sworn Officers shall use their best judgment, in accordance with their oath as a Police Officer for the Los Alamos Police Department. The Code of Ethics of the International Association of Chiefs of Police as adopted by the Department, as well as the written directives of this Police Department to help guide Officers while performing the duties of their office. The members of this Department will have individual discretion, except when their decision is unlawful, and if the decision does not conflict with their oath, the Code of Ethics, or written directives of this Department. Not every situation is the same, nor is every crime committed. Officer discretion is a powerful, basic tool in policing. When used in conjunction with training, experience, proper ethics, and written directives, the use of discretion may lead to a better outcome for the community.
2. A uniform traffic enforcement policy does not preclude the exercise of Officer discretion. Discretion should be based on the seriousness of the violation and the action most likely to result in future compliance with the law.
3. Discretionary levels of enforcement may be used in areas of:
 - i. Speed violation
 - ii. Hazardous / non-hazardous violations other than speed
 - iii. Public carrier/commercial vehicle violations

- iv. Off-road vehicle operations
- v. Multiple violations
- vi. Newly enacted laws and regulations
- vii. Violations resulting in traffic crashes
- viii. Pedestrian and bicycle violations
- ix. Equipment violations

B. Traffic Law Enforcement

1. County employees are not exempt from traffic laws. This applies while operating both County and personally owned vehicles.
2. When an Officer observes a traffic violation, he or she has the discretion to take one of the following actions:
 - i. Issue a verbal or written warning; or (61.1.2 (c))
 - ii. Issue a traffic or parking citation; or (61.1.2 (b))
 - iii. Make a custodial arrest if the following circumstances exist: If required by law; (61.1.2 (a))
 - a. To protect the violator or the public from injury;
 - b. If necessary to assure the violator's appearance in Court; or
 - c. If the violator refuses to sign the citation.
3. Uniform enforcement measures support the ultimate goal of traffic Law Enforcement which is to achieve voluntary compliance with traffic laws and regulations.
4. Traffic Law Enforcement will be accomplished by consistent, ongoing Supervisory oversight to ensure that Officers do not go beyond the parameters or reasonableness in conducting such activities. The Operations Commander may define parameters for selective Court referral.

C. Uniform Enforcement Policies (61.1.5)

1. Uniform enforcement of motor vehicle laws is intended to deter motorists from committing violations and to encourage voluntary compliance with traffic laws. Officers will use good judgment when considering what type of enforcement action to take. Officers should consider all circumstances and conditions existing at the time of the violation before deciding on the appropriate course of action. Officers will adhere to the following guidelines for various types of violations:
2. **Driving While Impaired (61.1.5 (a))**
 - i. Officers will aggressively enforce impaired driving laws in accordance with General Order 209, DWI Enforcement and Countermeasures Program.
3. **Driver's License Violations (61.1.5 (b))**
 - i. Officers may use their discretion concerning the enforcement action on drivers who do not have a license in their possession but that the DMV computer indicates they have a valid driver's license.

- ii. If a driver has a valid New Mexico driver's license in their possession, but the DMV computer indicates that their New Mexico driving privileges have been suspended or revoked, the Officer may issue a citation and set a mandatory Court date. No penalty assessment will be allowed. The driver will not be allowed to continue to operate that vehicle. **(61.1.5 (b))**
- iii. If the driver has a valid out-of-state driver's license in their possession, but the DMV computer indicates their New Mexico driving privileges have suspended or revoked, the Officer can arrest them and complete the appropriate paperwork.
- iv. If the driver does not have a license in their possession, and the DMV computer indicates their license is suspended or revoked, the Officer may arrest on that violation and complete the appropriate paperwork.
- v. The above enforcement methods apply to traffic crash investigations as well as routine traffic stops.

4. Hazardous Violations (61.1.5 (d))

- i. Officers should be cognizant of violations committed by motorists, pedestrians and bicyclists that would be considered "hazardous". Hazardous violations include, but are not limited to:
 - a. Careless and Reckless Driving
 - b. Driving While Impaired
 - c. Speeding **(61.1.5 (c))**
 - d. Disregard of a Traffic Control Device (i.e. traffic signal, stop sign, etc.)
 - e. Lane movement violation (i.e. passing in a no passing zone, etc.)
 - f. Failure to reduce speed and move over for a parked emergency/service vehicle
 - g. Texting while driving
 - h. Other moving violations
- ii. Officers should take appropriate action to address the hazard and enforce the appropriate Section of law.
- iii. The Officer will consider factors such as severity of the hazard, road design, time of day, and location.

5. Non-Hazardous Violations (61.1.5 (h))

- i. Officers should be cognizant of violations committed by motorists, pedestrians and bicyclists that would be considered "non-hazardous". Non-hazardous violations include, but are not limited to:
 - a. Regulatory violations (i.e. license, registration, obstructed tag, etc.)
 - b. Some equipment violations (i.e. emissions)
 - c. Other non-moving violations that could be considered non-hazardous
- ii. Officers should take appropriate action to address the violation and enforce the appropriate Section of law.

6. Off-Road Vehicles (61.1.5 (e))

- i. Off-road vehicles are subject to the same legal standards as other motor vehicles when operated on streets and highways.

- ii. Officers will take appropriate enforcement action for moving, non-moving and regulatory violations when the vehicle is operated on a public highway or Public Vehicular Area (PVA), or the vehicle is operated on a County owned greenway, park or trail.

7. Equipment Violations (61.1.5 (f))

- i. Officers should use their discretion when issuing citations for equipment violations.
- ii. Additionally, Officers should consider and investigate if an equipment violation is the proximate cause of a traffic crash and then take appropriate action.

8. Public Carrier/Commercial Vehicle Violations (61.1.5 (g))

- i. Officers should be cognizant of violations that relate to public carriers/commercial vehicles.
- ii. Officers should take appropriate action to address the situation and enforce the appropriate Section of law.
- iii. Other agencies may be consulted or requested to respond to assist in the investigation, enforcement or traffic crash investigation when public carrier/commercial vehicles are involved.

9. Multiple Violations (61.1.5 (i))

- i. Officers may use discretion in multiple violations and may cite as many as is appropriate, taking into account the number and seriousness of the violations.
- ii. Officers may issue citations for one serious violation, a combination of serious and minor violations or all violations committed.

10. Newly-Enacted Laws and Regulations (61.1.5 (j))

- i. Typically, grace periods are established as part of the legislation during which warnings are appropriate. After the grace period, if established, Officers will use their discretion dependent upon the nature of the violation and the time frame between the enactment of the legislation and the violation.

11. Violations resulting in traffic crashes (61.1.5 (k))

- i. When investigating a traffic crash, Officers will be cognizant of any violation of law or regulation that may have been a factor in the crash.
- ii. If the Officer witnesses the accident, the Officer should cite violators as appropriate.
- iii. If the Officer does not witness the motor vehicle accident, he or she should attempt to develop enough probable cause to cite a violator as appropriate.
- iv. Licensing, registration, insurance and inspection violations should be enforced as appropriate.

- v. Officers are encouraged to take enforcement action and may be asked to justify reasons for not doing so in crashes where there is substantial damage, damage to property or injury.
- vi. In cases where death has resulted or injuries are sustained likely to result in death, Officers will consult with the District Attorney's Office prior to filing any charges.

12. Pedestrian and Bicycle Violations (61.1.5 (I))

- i. Bicycle operators are subject to many of the same laws that apply to motor vehicles. Officers will consider the nature and severity of the violation when deciding whether or not to cite an individual for a pedestrian or bicycle violation.
- ii. Often a violation will occur when citizens lack understanding of the law. In such instances, providing the violator with information on the law may be the appropriate course of action.
- iii. Officers will be conscious of pedestrian safety during patrol and will enforce pedestrian safety violations (i.e. failure to yield to a pedestrian in a crosswalk, etc.). Pedestrians should be encouraged to walk safely, using sidewalks if available, crossing at crosswalks or intersections and facing traffic in the absence of sidewalks.

D. Traffic Accidents / Crashes

1. Traffic Accident Investigation and Reports (61.2.1)

- i. Crash investigations will be conducted to determine cause, identify traffic law violations, and complete the State of New Mexico Uniform Crash report when any the following are involved:
 - a. Death or injury; (61.2.1a)
 - b. Property damage, in excess of five hundred (\$500) dollars; (61.2.1b)
 - c. Hit and Run (left the scene); (61.2.1c)
 - d. Impairment due to alcohol or drugs; (61.2.1d)
 - e. Hazardous materials; or, (61.2.1e)
 - f. County Vehicle is involved
 - g. A "Hit and Run" that just occurred
- ii. Private Property Crashes will require an investigation and report only in cases involving: (61.2.1f)
 - a. Death;
 - b. Injury requiring transport;
 - c. Drugs or alcohol;
 - d. Hit and Run;
 - e. Careless and Imprudent actions; and,
 - f. Police vehicles.
- iii. Traffic crash reports should be completed by the end of an Officer's shift, unless approved by a Supervisor.
 - a. Supplemental reports will be completed when required.
- iv. Officers will respond to, investigate and complete the Los Alamos County Police Department's Non-reportable accident form when:

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- a. The crash resulted in less than an apparent \$500 in damage to property/vehicle;
 - b. The crash resulted in no apparent injuries;
 - c. There are citizens requesting Police documentation of the crash or there is a disturbance between principals.
 - d. The crash occurred on private property.
 - e. The crash occurred more than twelve (12) hours prior and was not reported in a timely manner.
 - f. The crash is identified as a “hit and run” crash involving property damage only and there are no suspect vehicles or drivers identified and no evidence useable in identifying same or the reporting party does not definitely know when or where the crash occurred.
- v. Officers will issue citations in a crash where probable cause exists for a violation that is a causal factor in the accident, regardless of which form is used to document the investigation. Discretion can be utilized for extreme road conditions, minor crashes, or on private property where no enforcement agreement exists. Officers shall obtain Supervisory approval when citations are not issued during a crash investigation.
- vi. Officers will not complete a Traffic Crash report when:
- a. The accident involved a collision between bicycles and/or pedestrians and do not involve (a) motor vehicles. In this case, a report must be completed as an “Informational” on a RMS form.
- vii. Investigation of Motor Vehicle Crashes Involving Serious Injury or death (61.2.1 (a))
- a. Serious injuries are those that appear to be life threatening. Crashes with injuries of questionable severity will be investigated as if they were serious injury/fatal accidents. A field Supervisor is responsible for assessing the accident scene and any associated injuries to determine if an investigator is to be notified.
 - b. If the field Supervisor decides that the crash has resulted in serious injury and/or death:
 - ◆ The field Supervisor will be in charge of the accident scene and shall be responsible for the coordination of the initial investigation.
 - ◆ After consulting with the assigned Officer, the field Supervisor will determine if additional personnel are needed. A Traffic Reconstructionist will be consulted and/or called in on all accidents involving a fatality or serious injury.
 - ◆ When unusual circumstances exist, or other questions arise, the following personnel shall be contacted (in this order):
 - Operations Commander
 - Deputy Chief
 - Chief of Police
 - c. A Detective and/or Crime Scene Technician shall be dispatched to the scene to collect evidence and document the scene.
 - d. Field Supervisors will make all assignments, with specific attention to witness’ statements, blood specimens, and other evidence relevant to the investigation.

- e. Whenever possible, investigating Officers should obtain a signature authorizing the release of medical information from injured persons who are transported for treatment. The medical release form should be attached to the original Uniform Crash Report.
- f. Field Supervisors will insure that all essential witness statements, investigation and Officer reports are completed.
- g. The medical examiner's office will be contacted in all cases involving a fatality and shall be included in the appropriate report(s).
- h. All original reports will be forwarded to the Shift Supervisor before any distribution is made. Complete identification of all known witnesses and their statements shall be included in the crash report.
- i. The Shift Commander will make all follow-up investigation assignments as needed.

viii. Review of Traffic Crash Reports

- a. All traffic crash reports will be reviewed by the Shift Commander for completeness and accuracy. When it appears that enforcement action may have been warranted but was not taken, the report will be sent back to the reporting Officer for review and appropriate action. If enforcement action is appropriate, it shall be the responsibility of the Officer. Upon completion, the report shall be re-submitted to the Shift Commander with information regarding the status of the enforcement action.

2. Officer response

- i. Patrol Officers will be dispatched to accidents with at least the minimum response:
 - a. Two Officers at a minimum will respond to accidents involving:
 - ◆ Death or injury; (61.2.2 (a))
 - ◆ Impairment of an operator due to alcohol or drugs; (61.2.2 (c)) (Ref: Driving While Intoxicated Investigation Techniques)
 - ◆ Hazardous materials; (61.2.2 (e))
 - ◆ Disturbances between drivers and/or occupants; (61.2.2 (f))
 - ◆ Major traffic congestion as a result of the crash; (61.2.2 (g))
 - ◆ Other crashes that a Supervisor determines require a response.
 - b. 1 Officer at a minimum will respond to accidents involving:
 - ◆ Hit and Run; (61.2.2 (b))
 - ◆ Damage to private or public vehicles or property; (61.2.2 (d))
 - ◆ Damage to vehicles to the extent towing is required; (61.2.2 (h))
- ii. Officers should be aware of scene safety and ensure the scene is clear of hazards prior to initiating the investigation.
- iii. Patrol Officers should request the response of a Supervisor if the investigation exceeds the scope of their training.

- iv. In the event of a traffic crash which results or will likely result in a serious injury or fatality, an on-duty Supervisor will be notified to coordinate the response of a Crash Team Investigator. (61.2.1 (a)) (61.2.2(a))
- v. Responding Officers should address the following as appropriate to the crash:
 - a. Contacting EMS/Fire Rescue to aid the injured and assist with scene management
 - b. Determine if there is short-lived evidence and, to the extent possible, preserve it by taking photographs and protecting the evidence
 - c. Traffic flow, scene safety and returning the normal flow of traffic once the investigation is completed
 - d. Conducting a thorough investigation
- vi. Officers will respond to all crashes resulting in major traffic congestion and investigate appropriately.

3. **Officer Responsibilities:** (61.2.3)

- i. The first responding Officer is in charge of the crash scene until relieved by a Supervisor or another investigating Officer is assigned by competent authority. (61.2.3 (a)). The first responding Officer will:
 - a. Respond to the scene in accordance with Department policy (i.e. using emergency equipment, etc.)
 - b. Activate emergency warning lights to protect the scene as necessary and park his or her marked patrol vehicle in a location that offers the greatest visibility of the emergency lighting equipment to motorists approaching the collision location
 - c. Immediately determine if there are injuries requiring emergency medical attention, any additional services will be requested through the CDC (61.2.3 (b))
 - ◆ In emergency medical situations, Officers shall normally render only that degree of care necessary to sustain life, prevent or control shock, and/or prevent further harm based on each Officer's level of medical training and abilities. If medical assistance is necessary or requested, the Officer will advise the CDC to dispatch fire/rescue/medical units and render medical assistance until their arrival.
 - d. Determine if any potential or suspected fire hazards or hazardous materials and notify EMS/Fire/Rescue (61.2.3 (c)).
 - e. Start to collect all necessary data to accurately complete the State of New Mexico Uniform Crash Report (61.2.3 (d))
 - f. Maintain traffic control to prevent further crashes or injury; request additional Officers as needed (61.2.3 (e))
 - g. Protect evidence at the scene and identify witnesses as soon as possible (61.2.3 (e))
 - ◆ Officer will keep control of property which belong to the collision victims.

- h. As soon as practical, have the vehicles, persons, and debris removed from the roadway to ease congestion and further reduce the possibility of subsequent collisions; following collisions requiring more extensive investigation, nothing should be moved until its location has been recorded (61.2.3 (e)) (61.4.3 (b))
 - ♦ If the vehicles are inoperable, make reasonable efforts to allow the drivers or vehicle owners to have the vehicles removed by a towing service of their choice; do not recommend a towing service; if the driver/owner does not have a preference, have a towing service summoned using the rotation list in the CDC (61.2.3 (f)) (61.4.3 (b))
- i. Immediately report disruption in any utility service to the CDC so the appropriate authority can be notified
- j. Report necessary road closures to the on-duty Supervisor
- ii. Follow up Investigations: (61.2.4)
 - a. When necessary, the assigned Officer or any other Officer conducting activities related to the crash investigation will complete a follow-up crash investigation and document their activities utilizing the following guidelines: (61.2.4)
 - ♦ Complete any supplement to the initial crash report, providing additional information.
 - ♦ File or amend charges, as appropriate
 - ♦ Collect off-scene data including, but not limited to, chemical breath test results, blood tests, driver's record of convictions and lab reports
 - ♦ Obtain and record formal statements from witnesses
 - ♦ Contact an accident reconstructionist, if necessary
 - ♦ Prepare formal reports to support any criminal charges arising out of the incident

E. Open Containers

1. The person in possession of the alcohol will be cited. If a passenger is in possession, he or she will be cited for the violation and the narrative should reflect that the offender was a passenger.
2. If the offender is under eighteen (18) years of age, he or she should be cited/charged with a criminal offense rather than a traffic citation. The individual will be referred to the Juvenile Probation Office and/or Teen Court.
3. Offenders believed to be under the influence of intoxicating liquor and/or drugs will be given SFST to determine the level of impairment. If the operator of the vehicle is impaired, the Officer will take the appropriate action.

F. Procedures for Communications

1. When out with a vehicle, the Officer should relay the following information to the Consolidated Dispatch Center (CDC) in this order:
 - i. Location of the traffic stop
 - ii. License plate of vehicle
 - iii. Description of vehicle
 - iv. Number of occupants in the vehicle

2. The CDC will then automatically run the license plate number through the NCIC computer system and hold the information for the Officer's request for the information. If the vehicle comes back stolen or as a suspect vehicle in a crime, the Dispatcher will advise the Officer of the information and send a backup unit immediately.

G. Traffic Stop Procedures

1. Officer Conduct on Traffic Stops: (61.1.8)
 - i. The goals of a traffic stop are to take proper enforcement action, seek to favorably alter the motorist's future driving habits to increase traffic safety, minimize conflict and facilitate a professional interaction. Officers should attempt to accomplish these goals with minimal conflict with the violator by conducting the traffic stop in an organized and professional manner. Officers will:
 - a. Present a confident and professional image
 - b. Approach the violator and greet him/her with an appropriate title
 - c. Introduce themselves by name and rank
 - d. Inform the violator of the purpose of the traffic stop
 - e. Request the violator's operator's license and registration
 - f. Discuss the violation and required actions in a civil and Courteous manner
 - g. Seek explanatory comments from the motorist
 - h. Answer the motorist's questions
 - i. Note any signs of impairment, emotional distress, or illness
 - ii. Appropriate enforcement action should always be completed, generally in the form of a warning, citation or arrest. The proper form(s) must be filled out by the Officer and shall include the gender of the person stopped and their physical appearance.
 - iii. No person, once cited or warned, shall be detained beyond the point where there exists no reasonable suspicion of further criminal activity.
 - iv. No person or vehicle will be searched in the absence of a warrant, legally recognized exceptions to the warrant requirements, or the person's documented voluntary consent (Voluntary Consent to Search). In each case where a search is conducted, it shall be documented on appropriate Department forms and include the legal basis for the search and the results of the search. If the individual indicates that they will consent to a search but is refusing to sign the form, fill out the form anyway and indicate "consented to search but refused to sign," and insert your initials and identification number on the form and those of any witnesses. Any person providing consent to search must be in a position to withdraw consent.
 - v. In the absence of a specific, credible report containing a physical description, a person's race, ethnicity, gender or sexual orientation or any combination of these shall not be a factor in determining probable cause for an arrest or reasonable suspicion for a stop.
 - a. The deliberate recording of any misleading or false information related to the actual or perceived race, ethnicity, gender, or sexual orientation of the person stopped for investigative or enforcement purposes is prohibited and a cause for disciplinary action, up to and including termination.

- vi. Upon completion of the traffic stop, Officers should return to their vehicle while maintaining a watch on the occupant(s) of the stopped vehicle. Officers should allow the violator vehicle to leave first to afford protection from oncoming traffic.
- vii. Enforcing traffic laws is one of the more basic functions that Law Enforcement Officers perform. However, Officers are all too frequently injured or killed in the process. Therefore, all traffic stops, and particularly stops where the risk is unknown, will be considered "high risk" until the Officer determines the motorist and/or vehicle passengers do not pose a threat to the Officer(s).

2. Traffic Stops: (61.1.7 (a))

- i. After the Officer has identified the violator and has safely taken a position behind the violator, prior to actually beginning the stop, the **Officer should notify the CDC** of:
 - a. The intended location of the stop;
 - b. License number and/or description;
 - c. Color of the vehicle;
 - d. Vehicle make and model;
 - e. Number of occupants.
- ii. The Officer should **plan a location** to stop the violator with the intention of providing lighting, adequate space for the violator and the Officer, and safety from other roadway traffic.
- iii. The Officer should signal the violator with the **cruiser's emergency lights** and, if necessary, sounding the horn, siren, or using the public addresses system.
- iv. If traffic is heavy, the Officer should **assist the violator to the right side of the roadway** by blocking traffic to provide a safe lane of travel for the violator.
- v. If the violator stops abruptly, the Officer should **attempt to instruct the violator to move** his or her vehicle to a safer location, possibly by using the public address system.
- vi. The Officer should, in any case, **position the cruiser** in such a manner as to provide protection for the violator's vehicle, to provide maximum visibility for other users of the highway, and to provide safety and cover for the Officer.
- vii. The Officer should **approach the vehicle** in a manner that will allow him/her to keep visual contact with the occupant(s) of the vehicle.
- viii. When **operating as a two-Officer unit**, the second Officer should be responsible for communications and for providing cover and back-up to the initiating Officer.
- ix. Although the **spotlight and take-down** lights should not be used to actually stop a violator, they can be effectively used after the violator is stopped to illuminate the violator's vehicle and provide a safe environment for the Officer.
- x. Any time an Officer suspects **furtive conduct** or feels that he or she will need assistance, the Officer should ask for a "back-up" and should plan to stop the vehicle after assistance has arrived and/or wait at their vehicle for cover until the back-up vehicle is in position.

3. Unknown Risk Stops (Unknown potential for felonious assault): (61.1.7 (b))

- i. Officers should exit the patrol vehicle cautiously and be continuously alert for any suspicious movement or actions on the part of the violator, occupants or any other persons near the vehicle.
- ii. Unknown risks may be associated with any car stop requiring Officers to remain alert when exiting and approaching a vehicle to include:
 - a. Actions of driver and occupants;
 - b. Passing or approaching vehicles;
 - c. Pedestrian traffic in the area; and/or,
 - d. Other roadside distractions or hazards.
- iii. If reasonable suspicion exists that the vehicle occupant(s) may be involved in criminal activity, an Officer should consider the following when initiating the stop

4. High-Risk Stops (likely potential for felonious assault): (61.1.7 (c))

- i. After the Officer has identified the violator and has safely taken a position behind the violator, prior to actually beginning the stop, the **Officer should notify the CDC** of:
 - a. The intended location of the stop;
 - b. License number and/or description;
 - c. Color of the vehicle;
 - d. Vehicle make and model;
 - e. Number of occupants.
- ii. The Officer will keep the suspect vehicle in view and **request sufficient assistance** to make the stop. The Officer will not attempt to stop the suspect vehicle until support units are available and in position.
- iii. When practical, the Officer will plan to stop the vehicle in a **location that presents maximum safety** to the Officer(s) (lighting, cover, "pinning in" the suspect vehicle while allowing access to support units, etc.) and presents minimal danger to the public.
- iv. When units are **in position, the Officer will initiate the stop**, utilizing all available emergency lights, spot lights, "take-down" lights, high-beams, etc.; utilizing the horn or siren if necessary; and positioning the cruiser in a manner to provide maximum protection to the Officer.
- v. The **back-up Officer** will normally position his or her vehicle to the right of the initiating Officer's vehicle and provide cover and assistance as needed.
- vi. When the vehicle is stopped, the initiating Officer may use the public address system to **relay instructions** to the occupant(s) of the vehicle and should have the occupants exit the vehicle one at a time.
- vii. Each occupant shall be **ordered away from the vehicle** and shall be directed toward the ground or toward an awaiting support unit, who will be responsible for searching and securing the suspect.
- viii. The Officers at the scene should make sure they do not get within other **Officer's line of fire**.

H. Speed Measuring Devices (61.1.9)

1. In order to ensure that traffic safety goals and objectives are met, the Department uses speed measuring devices in traffic Law Enforcement. Equipment used as speed measuring devices include:
 - i. Radar/Lidar speed measuring devices determined to be in full compliance standards of performance established by the Federal Communications Commission (FCC) and the National Traffic Safety Association. (61.1.9 (a))
2. Speed measurement devices will be operated consistent with the manufacturer's guidelines, and training. At the beginning and end of each shift, radar site tests shall be conducted on radar units to determine their accuracy and proper functioning. These tests include internal test, lamp test, and tuning fork test. (61.1.9 (b))
 - i. When utilizing radar in a school zone, the Officer needs to ensure that the warning lights (if present) are operating and that the school zone is properly posted.
3. Proper care and upkeep -- Officers are responsible for ensuring any speed detection device assigned to his or her vehicle is maintained and calibrated according to state law and manufacturers specifications. Any Officer utilizing a "signed out" speed detection device is responsible for ensuring the device is up to date on all maintenance and calibration before its use. Any device determined to not be operating properly will immediately be brought to the attention of the operator's Supervisor and the device will not be used until the deficiency is corrected.
 - i. If a radar/Lidar unit fails any of its tests, is damaged, or exhibits decreased range, it shall be removed from service immediately and submitted for repair.
 - ii. The malfunctioning radar/Lidar shall be turned over to the appropriate Supervisor who will ensure that the radar/Lidar unit is repaired. (61.1.9 (c))
4. A maintenance and calibration log will be maintained for all radar units. This log will include problems that have encountered with the radar unit, when it was sent for repairs, when it was returned to the Department, and any calibration that was done on the unit. (61.1.9 (d))
5. No Officer shall operate a radar/Lidar unit until he or she has been trained and certified in its use. (61.1.9 (e))

I. Citation Accountability (82.3.4)

1. When a citation book is needed, the Officer shall obtain the book either from Records or from their Shift Supervisor. The Records Manager is responsible for ensuring that the citation books are in the correct and current format and in numerical order. Any discrepancies concerning traffic citations will be brought to the attention of the Police Operations Bureau Commander. (82.3.4 (a))
2. When an Officer receives a new citation book, he or she will check to see that all citations are in the assigned book and are in sequential order. Missing or lost citations shall immediately be reported to the Records Manager. Records personnel will record the citation number issued. (82.3.4 (b))

- i. When an Officer voids a citation, he or she will ensure that all copies are intact and write void across the front of the citation; indicate on the citation the reason why it was voided, sign and date the citation; and turn it in to his or her Supervisor for approval.
 - ii. If any Officer places a citation into evidence, the Officer will notify their Supervisor and the Records Manager of the citation's number.
3. Citation books will be stored in **secured areas** in the records office. (82.3.4 (c))

J. Issuing Citations

1. When issuing a citation, the Officer, at a minimum will inform the violator:
 - i. **The Court date and Court time** assigned to the violator; (61.1.4 (a))
 - ii. Notice of **whether or not a Court appearance is mandatory**; (61.1.4 (b))
 - a. Officers may give the violator the option to appear in Court or sign the penalty assessment (if the violation is on the penalty assessment list). If it is not on the list, the violator will be cited into Court.
 - iii. Notice of whether the defendant may be allowed to **enter a plea and/or pay the fine** by mail or in person. (61.1.4 (c))
 - iv. other information that must be provided to the motorist prior to release: (61.1.4 (d))
 - a. If the violator chooses to mail in the penalty assessment, he or she should be advised that it must be mailed in within thirty (30) days. The violator shall be given either a pre-addressed envelope to use for the proper mailing in of the citation and fine or the Officer will ensure the violator has the correct address to use for mailing in the fine.
 - b. If the violator is cited into either Municipal or Magistrate Court,
2. When issuing a citation, the issuing Officer will confirm with the violator that all personal information on the citation is correct.
3. Officers will ensure that the citation is legible.
4. At the discretion of the Officer, the violator may be given a verbal warning or a written warning.
5. The Officer will ensure that the violator signs the citation in the correct place before releasing the individual. If the individual refuses to sign the citation, a second Officer will be requested. The violator will be given a second opportunity to sign the citation, being advised that failure to do so will result in a custodial arrest. If the violator still refuses to sign the citation, an arrest will be made.
6. Officers will include demographic data as instructed.
7. The Officer will place the citation in the municipal Court's in-house mail box who will input the citation into Records Management System.

- i. If an arrest is made, which has a citation attached to the case, the original citation goes to the appropriate Court's in-house mail box. A copy of the citation will be placed into the municipal Court's in-house mail box who will input the citation into RMS.

K. Enforcement Methods

1. Traffic Law Enforcement activities are specifically directed toward controlling violations through preventive patrol and active enforcement.
2. The most effective deterrent to traffic law violations is visible patrol in a marked Police unit. (61.1.6 (a))
3. In order to maintain a posture of prevention as opposed to apprehension, traffic Law Enforcement activities shall be conducted in the following manner:
 - i. In those areas where stationary observation is necessary to maximize the effectiveness of a selective enforcement effort, Officers shall park in a visible location and in such a manner that traffic flow is not impeded. (61.1.6 (b))
 - a. Officers will not routinely utilize covert methods of traffic enforcement. This does not include the use of Stealth Stat for traffic analysis.
 - ii. Unmarked vehicles shall not be used in traffic enforcement unless approved by the Chief of Police. Only marked Police units with mounted emergency lights and siren shall be used for active traffic enforcement. (61.1.6 (c))
 - iii. In areas where fixed or posted observation is necessary to maximize effectiveness of selective enforcement efforts, Police vehicles shall be parked in a conspicuous location and in a manner that does not impede traffic flow.
 - iv. This Department will not normally conduct roadside safety checks of motor vehicles. (61.1.6 (d))
 - a. This does not preclude Department members from participating in a regional enforcement effort involving roadside safety checks.
 - b. This also does not preclude the use of DUI checkpoints.

L. Selective Enforcement Activities (61.1.1)

1. The Department will ensure that a **monthly review of traffic crashes** is conducted which will be based on geographic, temporal and causative factors. The responsibility for ensuring that the review is completed rests with the Deputy Chief. (61.1.1 (a))
 - i. The review of traffic crashes will include location of crashes; date, time, day of the week, contributing factors, and injuries.
2. The Department will ensure that a **periodic review of enforcement activities** occur which will be based on enforcement activity records. (61.1.1 (b))
 - i. The review of traffic activities will include a study of traffic stops by day of week, time of day and by percentage occurring in targeted locations. The review also includes a study of traffic citations by day of week, time of day and by percentage occurring in targeted locations.

3. Department Supervisors and personnel will use monthly traffic crash and traffic data to measure effectiveness of traffic enforcement and to plan future efforts. (61.1.1 (c))
4. The Department's **selective traffic enforcement strategy** will include assigning Officers to areas of greatest potential and actual need as identified by review of traffic crash, enforcement and complaint information. (61.1.1 (d))
 - i. The Patrol Supervisor may assign Officers to **designated areas** for traffic purposes based upon areas of concern, traffic crashes, enforcement and complaint review.
5. Patrol personnel who have traffic responsibilities shall be **deployed to areas of greatest potential and actual need** as identified by review of traffic crash, enforcement and complaint information. (61.1.1 (e))
 - i. The Patrol Supervisor may assign Officers to **designated areas** for traffic enforcement based upon traffic crash, enforcement and complaint review.
6. A **monthly evaluation of traffic activities** will be conducted by the Deputy Chief. This evaluation will be conducted either in a monthly meeting or through a written evaluation. (61.1.1 (f))
 - i. The evaluations should attempt to **ascertain the effectiveness** of selective traffic Law Enforcement efforts and will include a comparison of work output to work outcome.

M. Special Circumstances in Traffic Enforcement (61.1.3)

1. Non-Resident Violators (61.1.3 (a))
 - i. Non-residents are rarely subjected to unfamiliar traffic signs or regulations that are inconsistent with the Uniform Traffic Code. Violators should be treated the same as resident violators. They will be allowed to sign the penalty assessment or sign to appear in Court, as appropriate. Discretion on the part of the Officer should be used in issuing verbal warnings as opposed to written citations, just as with any violator.
2. Juveniles (61.1.3 (b))
 - i. As provided in the New Mexico Children's Code, the Municipal or Magistrate Court has original exclusive jurisdiction over all traffic offenses, with certain exceptions. However, if the Teen's Court acquires jurisdiction over a child pursuant to any of the Motor Vehicle Code violations listed in the Children's Code, it shall have jurisdiction over all traffic violations alleged to have been committed by the child arising out of the same occurrence.
 - ii. It is recommended that if a citation is written to a child under the age of fifteen (15) years, the Officer should have the parent or guardian co-sign the citation.
3. Legislators (61.1.3 (c))
 - i. Legislators will be treated the same as other violators with one exception: Immunity shall be granted for travel to, from and during current legislative sessions as covered under the New Mexico State Constitution in Article IV, Section 13, "Members of the Legislature, in all cases except treason, felony, and breach of the peace, may be privileged from arrest during their attendance at the sessions of their respective houses and ongoing to and returning from the same."

4. Foreign Diplomats/Consular Officials (61.1.3 (d))

- i. Moving Violations -- When a consular official is stopped for a moving violation, the Officer, upon being advised by the driver that they are a consular official and producing proper credentials, should exercise discretion based on the nature of the violation and either dismiss the motorist with a warning or proceed with the appropriate enforcement action. While consular officials are not to be arrested and taken into custody, the issuance of a citation does not constitute an arrest or Detention.
- ii. Driving While Intoxicated – The primary consideration in this type of incident should be to ensure that the Consular Official is not a danger to him/herself or the public. Based upon determination of the circumstances, the following actions are appropriate:
 - a. Contact a friend or relative to take custody of the official;
 - b. Call a taxi for the official; or
 - c. Take the official to a secure environment – not Detention.

5. Military Personnel (61.1.3 (e))

- i. Military personnel will be treated in the same manner as other violators with the following exceptions:
 - a. The New Mexico Motor Vehicle Code has exempted any person in the military service of the United States or who has been honorably discharged within thirty (30) days from licensure when:
 - b. They hold a driver's license of this state not more than six (6) years old which has expired while the holder was in service; or
 - c. They are stationed outside the geographical limits of this state; or
 - d. They are on leave from military service; or
 - e. Only while operating a motor vehicle in this state.

6. Parking Enforcement (61.1.13)

- i. Street parking is restricted in various areas of the County to ensure fair access to parking and to expedite the flow of vehicular traffic. All existing parking regulations will be enforced with reasonableness and impartiality in all areas of the County.

N. Requests for Re-Examination of Drivers (61.1.12)

- 1. Officers may encounter persons who appear to be incompetent, physically or mentally disabled or suffering from a disease or other conditions that prevent them from exercising safe, reasonable and ordinary care in operating or controlling a motor vehicle.
- 2. Officers discovering persons of this nature shall:
 - i. Submit a Driver Complaint Form to the Department of Motor Vehicles detailing the reason they believe this person is an unsafe driver and requesting the person be re-tested. The information should include, at a minimum, the person's name, date of birth and social security number. This form shall be reviewed by the Operations Commander prior to mailing.
 - ii. Included with this complaint form should be copies of any citations or crash reports on file regarding the individual.

iii. Mail this information to:

◆ Department of Motor Vehicles St. Francis Drive, Santa Fe, NM 87503

3. If family members express concern about the driver, they should be advised that they also may send a letter to the above address and that a Department of Motor Vehicles supplies a “Medical Report” which can be completed by a physician.

O. Traffic Control

1. Officers are directed and required to control and direct traffic in the simplest and safest way possible and may include the manual operation of traffic control devices. Officers will use all available lighting to ensure the safety of themselves and the scene.
 - i. Uniform hand and arm gestures will be used by all Department personnel engaged in traffic direction and control activities. Officers use manual traffic direction use open hand; stiff-arm techniques for stopping traffic flow and continued traffic flow. (61.3.2 (b))
 - a. Officer may use whistles to accompany hand gestures.
2. Manual traffic direction is performed in emergency situations such as traffic crashes, fire scenes; traffic crashes; downed power lines; defective, damaged or missing traffic control devices; during adverse road and weather conditions; and in areas determined to be problem areas or critical incidents. (61.3.2 (a)(c))
 - i. **Officers actively involved in manual traffic direction are required to wear an issued traffic safety vest while directing/controlling traffic** at any time, i.e. crashes investigations, escorts when out of their units, control around crime scenes, emergency scenes or when Officers are working roadblocks/checkpoints. (61.3.2 (g))
 - ii. Officers will contact the street Department when manual operation of a traffic control signal is required. (61.3.2 (e))
3. Officers should not park or allow anyone else to park inside the perimeter of a traffic situation where evidence could be destroyed. Officers that recognize emergency vehicles within a crime scene should document the scene with photographs prior to letting the vehicle leave.
4. Officers can utilize barricades and cones to assist in controlling traffic from areas of concern.

P. Special Events

1. As Supervisors become aware of special events such as parades, demonstrations, and sporting events, a contingency plan will be developed for traffic direction. Such plans will address:
 - i. Entry and exit of vehicular traffic
 - ii. Parking facilities
 - iii. Spectator control
 - iv. Use of temporary traffic control devices

Q. Fire Scenes

1. In the event of a fire or other emergency, Officers will direct traffic as conditions may require in order to:

- i. Expedite or direct traffic flow
- ii. Safeguard pedestrians and motorists
- iii. Safeguard emergency personnel, emergency operations and equipment
- iv. The primary responsibility of Officers in responding to fire calls is the protection of life, traffic control and crowd control. In responding to a fire call, Officers should be cognizant of where the fire is in relation to intersections, fire hydrants and potential hose lines across the roadway and park accordingly.
- v. Members of the Department have neither been trained in firefighting nor carry firefighting gear or equipment except a small chemical fire extinguisher. Before attempting to fight a fire or affect any rescue, Officers should consider the safety hazards and potential for injury.

R. Adverse Road and Weather Conditions (61.3.2 (d))

- 1. During periods of adverse road and weather conditions, Officers will provide traffic direction and assistance as needed on an emergency basis.
- 2. If assistance is required from other County or State Departments or agencies, such assistance will be requested through the Consolidated Dispatch Center (CDC). A list of contact numbers will be maintained in the CDC. Officers will maintain traffic manual traffic control until conditions are corrected or made safe for travel.

S. Temporary Traffic Control Devices (61.3.2 (f))

- 1. Temporary traffic control devices such as portable stop signs, barricades, or traffic cones may be used at locations where traffic control is required. The responsibility for requesting these devices rests with the person in charge of the scene.
- 2. The Department has the authority to place temporary traffic control devices when necessary for regulating, warning, or guiding traffic on any public roadway.
- 3. Officers may have occasion to override traffic control devices. The Officers shall receive permission from the on-duty Shift Supervisor prior to overriding the device. Once permission has been obtained, Officers may override the traffic control device until safe conditions are re-established.

T. Traffic Engineering Activities (63.2.1)

- 1. This Department will normally record, investigate and follow-up on all citizens' complaints or suggestions, and will correct the problem if possible or refer the complaint or suggestion to the County Traffic and Streets Division. To accomplish this, the Department will assist in collecting and making information available to the County Traffic and Streets Division concerning Traffic and crash data that is related to specific engineering problems, traffic surveys and studies to study trends and relationships, and special reports regarding use of traffic control devices, ordinances, or other engineering solutions. (61.3.1 (a))
- 2. After the Department transmits data to the County Traffic and Streets Division, it shall be the responsibility of the County Traffic and Streets Division to transmit relevant data to regional planning and engineering authorities. The Department will participate in local and regional transportation system management planning through the County Traffic and Streets Division. (61.3.1 (b))

U. Hazardous Highway Conditions: (61.4.2)

1. Upon discovery of a hazardous highway or weather conditions Officers will make appropriate notifications, requesting the Department responsible for correcting the hazard.
 - i. Hazardous conditions include debris in the roadway; defects in the roadway itself; defects in highway safety features (impact attention devices, reflectors, etc.); improper, visually-obstructed, or down or damaged mechanical traffic control devices and/or traffic control and informational signs; lack of or defective roadway lighting systems; and other roadside hazards, including vehicles parked or abandoned on or near the roadway.
2. When an Officer identifies a hazard and determines that the hazard requires immediate correction, the Officer will immediately notify the Communications Dispatch Center of this situation, identifying assistance or special equipment required.
 - i. The Officer will protect the scene and will direct traffic or take any other action necessary to correct the situation until aid arrives.
3. In the case of inclement weather, the Street Maintenance Supervisor shall be notified via a Communications Dispatcher, at which time the Maintenance Supervisor shall be responsible for notifying the appropriate/necessary personnel.
4. When a hazard is detected that does not represent an imminent hazard but does need corrective action, the Officer will notify the CDC about the situation. The Communications Dispatcher receiving the information will notify the appropriate County Division for repairs.

V. Hazardous Materials

1. Hazardous materials are those substances, which in quantity or form, constitute an unreasonable risk to the health and welfare of the public. They fall into such categories as gases, liquids, oxidizers, solids, corrosives, poisons, and radioactive materials. The primary duty of Officers at the scenes/accident of Hazardous Materials spills is containment, evacuation and/or crowd control. Such duties include:
 - i. Assessment from a safe distance and the notification of the appropriate Department or Department through the CDC.
 - ii. Notify the on-duty Shift Supervisor of the situation. The On-duty Shift Supervisor is responsible for:
 - a. Conferring with the responding Department regarding the safe evacuation of the area and determining the size of a safe perimeter.
 - b. Notifying the appropriate Command Staff.
 - c. Ensure that involved Police personnel in the hazard area are minimized.
 - d. Ensure that exposed or contaminated personnel are properly treated.
 - e. Ensure that the New Mexico State Police Hazmat Officer or other Department is notified.
 - f. Establish a safe perimeter around the scene using additional units or traffic control devices as may be necessary.

W. Police Escorts (61.3.3)

1. Law Enforcement Escorts (61.3.3 (a))

- i. Escorts to be provided by the Department will normally be processed well in advance to plan for needed personnel and equipment.

- ii. Escorts may often be requested by **outside Law Enforcement agencies**, such as the FBI or Secret Service for public officials or dignitaries. This Department will cooperate to the fullest extent with other Law Enforcement/government agencies in providing escort services for any legitimate Law Enforcement or governmental function.
- iii. Emergency requests for escorts for **public officials and/or dignitaries** by other Law Enforcement agencies will be handled by the Shift Supervisor.
- iv. Escorts requested for **non-government functions** will be forwarded through the Operations Commander. Normally, these requests will only be granted for functions where an escort is necessary to ensure public safety.
- v. Upon **request by a business** depositing a large sum of cash, an escort Officer may follow the depositor to the designated facility and standby until the deposit is safely accomplished. This can normally be handled by available on-duty patrol personnel, with the Shift Supervisor's approval.
- vi. Escorts of **oversize loads** and/or **hazardous cargo** will be done when a county permit obtained and planned in advance.

2. Emergency Escorts: (61.3.3 (b))

- i. Officers of this Department will not escort any privately owned vehicles on an emergency.
- ii. Officers will not transport any victims of sickness or injury in a Police vehicle unless authorized by the on-duty Shift Supervisor. The on-duty Shift Supervisor shall evaluate the existing conditions, gravity of the situation, the nature of the emergency, and the availability of medical units to respond in a timely manner. Whenever possible and practical, the CDC will dispatch fire/rescue and/or medical personnel to the scene in lieu of Police transport.
- iii. Officers may escort ambulances and medical units or block intersections if requested to do so while traveling Code 3.

3. Funeral Escorts

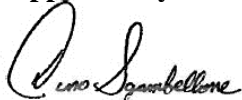
- i. The Department offers this service to citizens of the community free of charge and only for the purpose of providing an awareness to other motorists on the road that a funeral procession is underway. Due to the nature of funeral escorts, however, caution must be used to decrease the potential for crashes or mistakes.
- ii. Upon arrival at the funeral, the Officer will contact the funeral director or agent to confirm which cemetery is being used.
- iii. When the casket is removed from the building to the hearse, Officers will stand at 'parade rest' unless the casket bears a member of the military or Police Officer. In such instance, the Officers will stand at attention and salute the casket as it passes.
- iv. Officers conducting the funeral escort will lead the procession with emergency lights activated.
- v. Officers will not drive in a manner so as to endanger the public while on escort duty.

X. Motorist Assistance (61.4.1)

1. Officers will respond to the request for assistance by a motorist and help in all ways possible. (61.4.1 (a))
 - i. The Department does not respond to calls for motorist assistance if the complaint is that keys are locked inside the vehicle or the vehicle cannot be started. The exception to this is if there is a child or pet locked inside and conditions require immediate action. Motorists should be advised to seek assistance through other means (i.e., family, private company, etc.).
2. A towing service may be requested, however, the motorist will be advised all costs pertaining to the tow services are the motorist's responsibility and the County does not pay for such services. (61.4.1 (b))
 - i. The Officer will request the CDC to contact the towing service requested by the motorist and provide the name of the motorist requesting the service.
 - a. If the motorist has no preference, the towing service that is next on the rotation list will be called. If the vehicle is a traffic hazard, the Officer should attempt to move the vehicle to safe location; standby and direct traffic; or take crash prevention measures (i.e. traffic cones) until the hazard is removed.
3. Officers shall take appropriate actions to ensure the safety of stranded motorists. They shall render emergency aid when and where possible or summon appropriate services for towing or mechanical repairs. (61.4.1 (c))
4. Officers will not normally respond to reports of requests for emergency assistance for first aid, medical assistance, or firefighting. (61.4.1 (d))
 - i. Officers shall respond, however, if they are significantly closer shall only provide such aid or assistance as necessary until the appropriate emergency personnel arrive.
 - ii. Officers receiving first-hand reports of such requests shall forward all available information to the CDC so appropriate services may be dispatched.

Y. Public Education Regarding Traffic (61.4.4)

1. All requests for traffic safety education programs, traffic safety materials and displays shall be forwarded to the Community Liaison Supervisor. The Community Liaison Unit Supervisor, in consultation with the Staff Services Commander, will determine if staffing and resources are available to meet the request and, if the request is appropriate, assign the appropriate personnel to conduct the activity and distribute related traffic safety educational materials.

Approved by:


Dino Sgambellone
Chief of Police

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207 Los Alamos Public Schools			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	44.2.4		

I. PURPOSE

The purpose of this General Order is to provide guidance to Officers responding to calls for service and dealing with incidents on school property during school hours or school-sanctioned events. The community Liaison Unit will have School Resource Officers assigned to the schools. They shall be responsible for maintaining liaison with the schools and will act as a resource with respect to delinquency prevention. (44.2.4)

II. POLICY

It is the policy of the Los Alamos County Police Department to conduct investigations and related Police business on school property in conformance with accepted legal practices and in recognition of the authority and responsibility of school officials to manage the school environment.

III. DEFINITIONS

None at this time.

IV. PROCEDURES

A. Memorandum of Agreement

1. The Los Alamos Police Department has a Memorandum of Agreement (MOA) with the Los Alamos Public Schools. This document dictates the roles and responsibilities of all School Resource Officers and Juvenile Officers performing duties at all LAPS facilities and events. This MOA will be evaluated on an annual basis.

B. General

1. Responding to calls for service or conducting investigations, or performing extra-duty assignments on school property requires and understanding of the limitations and requirements placed on Law Enforcement Officers by law and the responsibility of school authorities for supervision of children under their care.
2. This policy pertains to the dealings with juveniles on school property during school hours. It does not pertain to juveniles using school facilities legally after school hours or juveniles trespassing or committing offenses on school property after school hours.

C. Interviewing/Interrogating Students

1. Except when exigent circumstances exist or during arrest situations as outlined in this policy, Officers should notify school administration prior to conducting investigations or interviews. Officers should request a private room or other appropriate area for purposes of questioning.

2. Upon request to do so, school officials may be present as observers during interviews or questioning of students.
3. Officers shall not enlist school officials or employees to conduct interviews, inquiries or similar fact-finding activities regarding students as part of an investigation.

D. Arrest/Removal of Students

1. Students should not be removed from school property without notifying the school administration unless exigent circumstances exist. Officers are responsible for insuring that the youth's parent(s), guardian(s), or a responsible adult is notified of the youth's removal from school, irrespective of the of the responsibility of school officials to make such notifications.
2. Unless exigent circumstances exist, Officers should avoid making custodial arrests on school grounds when such arrests may be made effectively elsewhere.
3. Officers will use handcuffs or other restraining devices when making arrests in schools as a matter of procedure to ensure the security of juvenile arrestees and the safety of Officers and others.
4. Arrests of juveniles on school property should, to the degree possible, be conducted so as to minimize embarrassment to the student and disruption of school activities and functions.

E. Searching Students and Property

1. Police searches of students and their property on school premises are generally subject to the same legal requirements for a search warrant and probable cause as other searches. Occasional exceptions may exist due to case law.
2. Searches conducted by school officials upon the request of, or with the active participation of the Police, require a search warrant.
3. Officers may only accompany school officials who are conducting a search without a search warrant, if requested by a school administrator for safety purposes.

Approved by:



Dino Sgambellone
Chief of Police

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208 Foreign Nationals; Consular Notification and Access			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	1.1.4		

I. PURPOSE

The purpose of this policy is to provide Los Alamos Police Department commissioned employees with guidelines and procedures regarding consular notifications and access required upon the arrest, Detention, or death of foreign nationals.

II. POLICY (1.1.4)

It is the policy of LAPD to adhere to the guidance provided by the United States Department of State concerning consular notification and access based on treaty obligations as outlined in the agreements set forth in the Vienna Convention on Consular Relations (VCCR). Adherence to these obligations assists foreign governments to provide assistance to foreign nationals arrested in the United States and helps the U.S. government protect U.S. citizens abroad. LAPD shall ensure that all foreign nationals are treated with respect and provided with immunities under international law where applicable.

III. Definitions

1. **Arrest** – The taking of a person into custody by legal authority.
2. **Consul or Consular Officer** – A citizen of a foreign country employed by that government and authorized by both the sending and the host countries to provide assistance on behalf of that government to its citizens in another country. Such persons are generally assigned to a consular Section of an embassy in Washington D.C. or to a consulate in another U.S. city. Consular Officers or consuls who are accredited by the U.S. Department of State bear identification cards indicating that as issued by the U.S. Department of State.
3. **Detainee** – A detainee in this context is a foreign national who is arrested or detained pending investigation or judicial appearance, or both. Brief stops for motor vehicle violations or similar incidents are not considered Detentions for purposes of this policy.
4. **Diplomatic Immunity** – A requirement by international law under which certain foreign government officials are not subject to the jurisdiction of local Courts and authorities, for both their official and, to a large extent, their personal activities.
5. **Foreign National** – For purposes of consular notification and access, a foreign national is any person who is not a U.S. citizen. Lawful permanent resident aliens who have resident alien registration cards (green cards) retain their foreign nationality and must be considered foreign nationals. The terms foreign national and alien are used interchangeably. Undocumented or illegal aliens are also foreign nationals.

6. **Mandatory Notification** – As identified in this policy, certain foreign nations have entered into specific bilateral agreements with the United States requiring that their consulate or embassy be notified of any arrest or Detention of a foreign national of their country regardless of the desires of the arrested or detained foreign national.
7. **Notification at the Foreign Nationals Option** – Foreign nationals from countries that are parties to the **VCCR** must be provided with the option of having consulate notified of their arrest or Detention. If the detainee requests notification, a responsible detaining official must ensure that notification is made.
8. **Vienna Convention on Consular Relations (VCCR)** – A multi-lateral treaty completed in 1963 to codify consular practices that developed through customary international law, bilateral treaties, and a number of regional treaties, which provides rules for the operation of consulates and the functions of consuls and honorary consuls. Whenever a foreign national is arrested or detained in New Mexico, the rules of the VCCR apply.
9. **Without Delay** – There shall be no “deliberate delay” for notification. Notification shall occur as soon as reasonably possible under the given circumstances. An acceptable time frame is between twenty-four (24) to seventy-two (72) hours after initial contact.

IV. PROCEDURES

- A. **Identification** – In conjunction with law and international treaties, when Officers/agents encounter foreign nationals during the course of their lawful duties, they shall comply with the following procedures:
 1. Enforcement of immigration laws and the arrest of undocumented foreign nationals resides exclusively with the United States Federal Government.
 2. Law Enforcement Officers may NOT stop, detain and question, arrest or place an immigration or a U.S. Immigration & Customs Enforcement (I.C.E.) hold on any person NOT suspected of crimes, solely on the grounds that they may be undocumented and deportable foreign nationals. When Officers make a lawful stop, they may not ordinarily detain the vehicle’s occupants beyond a reasonable period of time required for the disposition of the matter that justified the initial stop.
 3. Officers shall not request immigration documents but may consider them for purposes of identification. Officers shall accept the Mexican Consular Identification Card (Matricula Consular de Alta Seguridad) as a valid form of identification. The Mexican Consular ID Card is not an indication of a person’s immigration status, nor is it sufficient evidence to establish reasonable suspicion of a person’s immigration status.
 4. Officers shall not inquire about or seek proof of a person’s immigration status unless the person is in custody or is a suspect in a criminal investigation for a non- immigration criminal violation.
 5. When the arrest of an undocumented immigrant is necessary for a criminal violation, Officers shall notify the U.S. Immigration & Customs Enforcement (I.C.E.) immediately so that they may respond appropriately.
 6. Officers are not required to notify federal immigration officials and shall not call federal immigration officials to the scene of a stop or investigation except in the case of suspected

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human trafficking (i.e., a traffic stop involving a large amount of undocumented foreign nationals). The Officer shall notify a Supervisor of the incident prior to contacting I.C.E. officials. The incident shall be properly documented in an offense/incident report.

7. This policy shall not prevent an Officer from properly investigating or taking necessary action in a non-immigration criminal violation.

B. Consular Notification Obligations

1. Consular notification obligations are triggered upon any of the following situations:
 - a. The arrest or Detention of a foreign national.
 - b. The death or serious injury of a foreign national.
 - c. An injury crash involving a foreign national.
2. In cases where a foreign national is the victim of a serious crime or felony, the Officer shall ask the victim whether he or she would like consular notification to be made.
3. Officers who suspect that a person being arrested or detained is not a U.S. citizen shall inquire about his or her nationality in order to determine whether consular notification requirements apply. When such a request is made, the Officer shall explain the purpose of the inquiry.
4. If an arrestee or detainee indicates that he or she is a foreign national, the Officer shall ask for a passport or green card as identification. The foreign national's country shall be determined using this identification. If no citizenship documentation regarding identification can be provided, the Officer shall accept the foreign national's own statement about nationality.
5. Undocumented illegal aliens are also entitled to consular notification and access.
6. Persons who indicate that they are U.S. citizens shall be presumed to be citizens.
7. Persons who indicate that they are dual citizens of another country and the U.S. shall be treated as a U.S. citizen. Consular notification is not required under this circumstance.

C. Mandatory versus Optional Consular Notification

1. Foreign nationals shall be informed of the option to communicate with their consular officials whenever they are arrested or detained.
 - a. Foreign nationals shall have the option of deciding whether to have their consular representative notified of the arrest. If the foreign national's country of origin is on the Mandatory Notification Countries and Jurisdictions List, then notification is mandatory. This list can be located on the U.S. Department of State website, <http://travel.state.gov/content/travel/en/consularnotification.html>
 - b. The nations on the Mandatory Countries and Jurisdictions List have bilateral treaties with the United States that require authorities to make notifications to consular officials of the arrest or Detention of one of their nationals, regardless of the national's wishes.
2. The arresting Officer or Supervisor shall notify an arrested or detained foreign national when a mandatory notification has been made to his or her consulate or embassy.

- a. The individual shall be advised that he or she is not required to accept the consulates assistance, but that the consulate may be able to offer assistance in regards to obtaining legal counsel, contacting family members, and in visiting the individual while detained.
 - b. The reason for the arrest and Detention does not have to be disclosed to the consular official. It should only be provided when specifically requested by the official or when it is required under a specific provision as outlined in a bilateral treaty.
 - c. Mandatory notification requirements must be honored, even if the Officer has reason to believe that the foreign national may suffer persecution or mistreatment by his or her government. Precautions should be taken to prevent the release of sensitive information regarding the foreign national.
3. Under **NO** circumstances shall any information indicating that a foreign national has applied or is considering applying for asylum be disclosed to a foreign national's government official.

D. How to Notify Consular Officials

1. When an Officer believes that consular notification is required, he or she shall notify a Supervisor.
2. The Supervisor shall verify the foreign nationals' country of origin and determine whether the consular notification is mandatory or optional and at the foreign nationals' request.
3. Regarding optional notifications, the Supervisor or detaining Officer shall ascertain whether the foreign national desires notification be made.
4. Statements shall be provided to foreign nationals for their review and signature. Translations of these statements are available on the US Department of State website, <http://travel.state.gov/content/travel/en/consularnotification.html> .
5. A Spanish version of the statements is included in the website as well as other languages. A signed copy of the form shall be retained with the arrest and booking documentation.
6. Notifications to consuls or embassies shall be made by facsimile transmission as soon as reasonably possible and a copy of the completed fax transmission verification sheet retained with the arrest and booking documentation. A list of foreign consulates and embassies with contact information is provided on the U.S. Department of State website, <http://travel.state.gov/content/travel/en/consularnotification.html> . A suggested Fax Sheet for Notifying Consular Officers of Arrest or Detentions can be found on the website.
7. Consular Officials shall also be notified upon the death or serious injury of a foreign national that comes to the attention of LAPD. A list of foreign consulates and embassies with contact information is provided on the U.S. Department of State website, <http://travel.state.gov/content/travel/en/consularnotification.html> . A suggested Fax Sheet for Notifying Consular Officers of Death/Serious Injuries can be found on the website.
8. Once it is determined that notification shall be made, the notification shall be done ***without delay***.
9. Arresting Officers shall notify the Detention Officer/facility of the fact that the arrestee is a foreign national and of their right to consular notification.
10. Arresting Officers shall ensure that consular notifications are completed.

11. Arresting Officers shall document this notification on the arrest/70.1.5m as well as in the narrative of the offense/incident report or supplemental report.
12. A record of all instances that a consul has been contacted shall be kept to demonstrate that notification requirements have been met as set forth by the U.S. Department of State.

E. Consular Access to Arrested/Detained Foreign Nationals

1. The Los Alamos Police Department shall provide consular Officers with reasonable access to detainees who request such access consistent with LAPD policies and procedures regarding visitation of detainees.
2. Authorized personnel shall permit the transmission of communications from foreign nationals to their respective consular official provided that the communication is of reasonable duration and frequency.
3. Consular officials shall not serve as legal counsel for their foreign national constituents and do not have attorney-client privileges. Consular officials may be allowed to converse privately with their constituent (foreign national) if they so request and if the request can be reasonably accommodated.
4. Consular Officers may provide the following types of assistance to a detainee under the terms of international agreements, although such services may vary by the capabilities of country representation in the United States.
 - a. They may determine the detainee's situation and needs.
 - b. They may arrange for legal counsel and monitor case progress.
 - c. They may contact authorities concerning the conditions of confinement and bring personal items to the detainee as permitted by LAPD policy.

F. Dealing with Foreign Nationals with Diplomatic Immunity

1. When a foreign national claims to enjoy diplomatic immunity, Officers shall identify and verify the diplomatic status of the detainee in the most efficient manner possible.
2. Certain specified foreign persons are immune from arrest under certain conditions. These include the following:
 - a. **Foreign Diplomats**, such as Ambassadors and Foreign Ministers, their families, servants and staff are totally immune from arrest for any offense. Any questions of whether an individual is entitled to immunity may be directed to the U.S. Department of State.
 - b. **Foreign Consuls**, their families, servants, and employees are not immune from arrest, except for the Mexican Consul, which has limited immunity. If any Foreign Consul is involved in an offense, a Supervisor will be contacted. The Supervisor can consult the U.S. Department of State website for further clarification. Supervisors may also contact the U.S. Department of State with any questions.
 - c. Immunity is not extended to the families, servants, or employees of the Consulate. Whenever practical, they will be released on misdemeanor charges in lieu of booking, pending the issuance of a complaint for the offense. A citation in lieu of arrest may be issued if the appropriate criteria are met.

3. Only an identity card issued by the U.S. Department of State, Office of Protocol, or by the U.S. Mission to the United Nations may be used as valid identification for diplomats and consular officials.
4. Foreign diplomatic passports, U.S. diplomatic visas, tax exemption cards, vehicle registration, license plates, and driver licenses should not be used to determine whether an individual enjoys immunity.
5. When legal grounds allow, Officers should detain an individual who is unable to produce valid identification but claims diplomatic immunity. He or she shall be informed of the reason for the Detention until the U.S. Department of State can confirm the proper identity.
6. If a person claims immunity when arrested or detained, the burden of proof shall be on the individual to provide proper identification. Officers shall contact a Supervisor and make all reasonable attempts to verify the individual's claim of immunity.
7. Once the individual's status of immunity has been confirmed, he or she shall be released immediately and the incident shall be fully documented in accordance with this policy.
8. Consular notification procedures shall be followed even if the individual enjoys diplomatic immunity.
9. When an Officer makes contact with a foreign national with diplomatic immunity, the U.S. Department of State shall be contacted without delay.

Approved by:



Dino Sgambellone
Chief of Police

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209 DUI and Checkpoints			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	61.1.10, 61.1.11, 71.5.1		

I. PURPOSE

The purpose of this General Order is to establish guidelines and procedures for the enforcement of statutes relating to the driving of a motor vehicle while under the influence of alcohol and/or drugs and/or other substances (DUI) and the periodical establishment of DUI Checkpoints.

II. POLICY

It is the policy of the Los Alamos County Police Department to actively enforce DUI statutes and periodically establish DUI Checkpoints thereby contributing to the overall safety of the community by preventing death, injury and damage caused by individuals operating a motor vehicle while DUI. (61.1.10)

III. DEFINITIONS

None at this time.

IV. PROCEDURES

A. Enforcement

1. Officers suspecting that the operator of a motor vehicle is under the influence of alcohol, drugs and/or other substances, may take the following actions:

B. Routine Traffic (61.1.5 (a))

1. Observe the suspect's driving behavior for a safe distance to determine reasonable suspicion or probable cause to stop the vehicle. The Officer should activate the vehicles video recording equipment (if the vehicle is so equipped).
2. Notify the Consolidated Dispatch Center (CDC) of the vehicle's license number or description; the location of the stop; the number of occupants.
3. Stop the vehicle at a safe location for the protection of both the Officer, the suspect vehicle operator and any other vehicular traffic.
4. Observe the suspect driver to determine if he or she may be under the influence of alcohol, drugs and/or other substances. Once this is determined, request the suspect driver to take sobriety tests as described in the following Section C of this General Order.
5. When it is determined that the person may be impaired, he or she should be placed under arrest.
6. The suspect's vehicle may be towed in accordance with General Order 216 – Vehicle Towing and Impounding – or released to a responsible and sober third party at the Officer's discretion.

7. Advise the suspect of the Implied Consent Act and request him/her to give a sample of their breath, blood, or both. If the suspect refuses, inform him/her of the consequences of refusing. If a substance other than alcohol is suspected, a blood test should be requested.
8. Transport the suspect to the Los Alamos County Detention Center for booking and a breath test. If the person has indicated that he or she will submit to a breath test but the arresting Officer is not certified to perform the test, a certified operator will be requested to perform the test.
9. If the blood test is requested, the person will be transported to the Los Alamos County Medical Center and a blood test kit approved by the New Mexico Department of Health shall be used. The process of withdrawing blood will be performed in accordance with New Mexico statutes.

C. Crash Investigations

1. If there is probable cause that a driver involved in a crash is intoxicated, the procedures as above apply with the following exceptions:
 - i. If injuries sustained in the crash are fatal, life-threatening, or may result in serious bodily harm, the on-duty Shift Supervisor or Operations Commander and the Assistant District Attorney will be contacted prior to any charges being filed.
 - ii. If the driver sustained injuries that require hospitalization, the subject will be placed under arrest. If possible, a blood kit will be requested. All associated paperwork, forms and reports will be completed by the arresting Officer and arrangements made to release the subject pursuant to his or her own recognizance as approved by the Court having jurisdiction.
 - iii. If the driver left the scene of the crash and is later located, no arrest will be made without first developing probable cause for a criminal complaint.

D. Sobriety Tests

1. Standardized Field Sobriety Tests (SFSTs) shall be administered unless medical/age impairments exist. Alternative sobriety tests will be administered if SFSTs are not appropriate.

E. Required Paperwork for DUI Arrests (61.1.11)

1. **Arrest Report:** An arrest report will be completed on each DUI arrest. The narrative Section of the report should detail the series of events that led to the subject's arrest for DUI.
2. **DUI Citation:** A DUI Citation and Officer's Statement, on a form approved by the State, will be completed on each DUI arrest.
3. **Criminal Complaint:** A Criminal Complaint, Municipal, Magistrate, or District Court, depending on the appropriate jurisdiction, will be completed on each DUI arrest. If this is a second or subsequent arrest, it must be annotated on the Criminal Complaint.
4. **Intoxilyzer Report:** A copy is given to the suspect; a copy is attached to the MVD paperwork; and a copy is attached to the arrest report and forward the Officer's Supervisor and then to Records.

5. **Blood Kit Report:** A Blood Kit Report, on a form approved by the State, will be completed on any DUI arrest where a blood sample is drawn in addition to, or in lieu of, a breath sample.
6. **Notice of Revocation:** If the subject has a valid, current New Mexico Driver's License in their possession, and the BrAC was over .08 for drivers 21 years of age or older or .02 for drivers under the age of 21, or if the test is refused, the driver's license will be confiscated and a "Notice of Revocation" will be provided to the offender. The driver's license will be attached to the arrest and upon its arrival in Records, Records will forward the license to MVD.
7. **Crash Report:** If the DUI arrest is part of a traffic crash, the Officer will complete a State Traffic Crash Report.
8. **Vehicle Towing and Impounding:** If appropriate, the DUI vehicle will be towed and impounded (or released) in accordance with General Order 216 – Vehicle Towing and Impounding.

F. Breath Testing Instrument Operation

1. Only Officers who have been certified to operate the breath-testing instrument will perform any tests for subjects arrested for DUI.
2. The following procedures will apply to the use of the breath testing area:
 - i. The Intoxilyzer and Breath Testing Area is located within the Booking area of the Detention Center
 - ii. **Constant Supervision:** Officers shall not lose sight of any person being tested. At least one officer will monitor the arrestee at all times. (71.5.1 (a))
 - iii. **Weapons Control:** Officers utilizing the breath testing area are required to secure their firearm and all weapons prior to entering the Booking and Breath Testing Area, to ensure officer safety. They will be secured in a mounted handgun lockbox located outside the Detention Center or in their vehicle trunk. (71.5.1 (b))
 - iv. **Panic or Duress Alarms:** Officers needing immediate assistance with a person in the breath testing area may activate the emergency button on their portable radio for assistance, may call for assistance using the radio, utilize the Detention Center intercoms or may telephone the Communications Center. (71.5.1 (c))
 - v. **Escape Prevention:** Officers utilizing the breath testing area shall guard against escape attempts during the testing process. Officers will exercise due care and diligence in order to prevent detainee escapes by maintaining constant supervision during the testing procedures. All movement of detainees will be under escort of at least one officer. (71.5.1 (d))
3. The subjects will be informed of the Implied Consent Act and a 20-minute deprivation period will be observed with no substances in their mouth.
4. After the deprivation period time has expired, the subject will be requested to provide a sample of his or her breath, blood, or both. If the subject refuses, he or she will be advised of the consequences for refusing to submit to the testing of their breath, blood, or both.

5. If the subject agrees to provide a breath sample, the certified operator of the breath testing instrument will conduct the test in accordance with the Rules and Regulations established by the New Mexico Department of Health.
6. After testing is completed, the subject will be provided with a copy of the results as soon as they are available to the Officer.
7. Officers will ensure that the required information is entered into the Intoxilyzer Log Book.

G. Blood Testing

1. The breath test is the most preferred manner of testing a subject's BrAC, however, there are times when a blood test is preferred.
2. If a subject's BrAC is low, and in the Officer's opinion is not consistent with his or her apparent level of intoxication, the Officer may ask the subject to complete a blood test to check for drugs or other substances.
 - i. If the subject refuses, a search warrant will need to be obtained prior to completing a blood test.
3. If the subject sustained injuries as a result of a crash and in all likelihood will not be able to perform a breath test, a blood test will be requested, however a search warrant is still required if there is refusal.
4. If a blood test requested and approved, or a search warrant is obtained, the person will be transported to the Los Alamos Medical Center and a blood test kit approved by the New Mexico Department of Health shall be used. The process of withdrawing blood will be in accordance with applicable New Mexico statutes.
5. When a blood test is used, the "Notice of Revocation" will not be forwarded to the MVD, but will be maintained in the case file until the results are returned. Once they have been received, the arresting Officer should forward a copy of the "Notice of Revocation" and the original test results to Records to be placed in the subject's arrest file.
6. Once the defendant has submitted to a test(s) of the Officer's choosing, they may request a test of their own for independent testing. If a blood test is requested, the following procedures will be used:
 - i. The subject will be allowed to contact his or her personal physician or one of their choosing by phone to make arrangements to meet at the Medical Center to draw the blood. The subject will be transported to the Los Alamos Medical Center for the blood draw with the contacted physician.
 - ii. A blood kit will not be provided by the Officers, it is the subject responsibility to arrange for the blood draw, kits used, custody and storage.
 - iii. The blood sample will be maintained by the physician utilized.

H. Sobriety Checkpoints

1. Sobriety Checkpoints are an established means of deterrence and public education and have withstood Constitutional scrutiny when properly implemented. The effectiveness of a

sobriety checkpoint should be measured by the reduction of alcohol related crashes and not simply the number of persons arrested as a result of a checkpoint.

I. Site Selection and Safety Concerns

1. In order to conduct a Sobriety Checkpoint, the approval of the Police Operations Bureau Commander, or his or her designee, must be obtained on Department form that includes a DWI Checkpoint Operational/Tactical plan where checkpoint will be held, prior to the establishment of each Checkpoint. The plan will be forwarded to the Chief of Police for approval prior to the event.
2. Selection of Sobriety Checkpoint sites must consider the safety of the public and all Law Enforcement personnel involved in the operation. Locations selected must have maximum visibility to traffic from both directions with adequate safety lighting. In addition, sufficient adjoining space must be available to pull suspect vehicles off the roadway for further inquiry and investigation if reasonable suspicion of DUI (or other crime) is developed.
3. Site selection is based on selective enforcement criteria, considering the time of day, day of week, location, number of fatal or other alcohol related crashes, and DUI arrests. Such data is available from the New Mexico Highway and Transportation Department, the Transportation Planning Division of the Traffic Safety Bureau, and from data presented by the Crime Analysis Unit of the Department.
4. To ensure maximum safety for the public and enforcement personnel, a sufficient number of warning signs, portable lights, traffic cones, and Police units with flashing warning lights should be utilized. A combination of these items are to be strategically located as to alert motorists approaching the Checkpoint. The Checkpoint Supervisor will determine which warning devices will be utilized based on the location and time of day. Additionally, Law Enforcement personnel are to be equipped with flashlights at night and dress in a manner which will readily identify them as Law Enforcement personnel and the wearing of Department issued traffic safety vests. The designated area for further investigation of suspects must be well lit and or relatively level ground to conduct field sobriety tests.

J. Notice to the Public and Media

1. The publicity that precedes a Sobriety Checkpoint operation serves to educate and inform the public of the Department's enforcement efforts. The media attention is aimed at deterring the potential DUI offender. Advance notice to the public must be made. Advising the Department's Media Relations or Public Information Officer should be done a minimum of ten (10) days of the operation. The inclusive dates of the intended checkpoints are announced without disclosing the precise locations. The specific media utilized will be determined by the Department's Media Relations/PIO.

K. Personnel and Equipment

1. An appropriate number of Law Enforcement personnel must be assigned to the checkpoint for traffic control, address motorists, conduct sobriety tests and transport individuals. Consideration should be given to anticipate the volume of traffic at the proposed checkpoint location and the number of Officers to be utilized should be chosen accordingly. Minimally, one certified checkpoint Supervisor must be present at the checkpoint at all times to make Supervisory decisions.
2. The Officer who first detects the suspected DUI offender should complete all aspects of the field sobriety testing and arrest. Transporting of the individual, booking, and further

processing may be completed by other uniformed Officers as necessary and at the direction of the checkpoint Supervisor.

3. Assistance from other Law Enforcement agencies may be solicited with the approval of the Chief of Police. However, all participating Officers shall be thoroughly briefed on the procedures to be followed and all aspect of the operation.
4. All necessary equipment should be readily available at the checkpoint site. All Law Enforcement personnel assigned to the checkpoint will be in full uniform and wear Department issued traffic safety vests while at the checkpoint site.

L. Operational Procedures

1. Every vehicle is to be stopped, except as provided in this Section.
2. The occupants are to be told the purpose of the stop. The driver, primarily, is to be questioned, since driving while under the influence of intoxicating alcohol, drugs and/or other substances is the purpose for the checkpoint.
3. Vehicles should be detained no more than approximately two minutes, unless reasonable suspicion exists that the driver is DUI or that another crime or violation has been committed by any occupant of the vehicle.
4. Sufficient adjoining space must be available to pull vehicles off the roadway for further inquiry when reasonable suspicion of a DUI or other criminal activity is developed.
5. If traffic begins to back up creating traffic congestion, all stopped vehicles are to be waved through the checkpoint at the discretion of the checkpoint Supervisor.
6. The duration of the checkpoint should not exceed five hours.
7. Officers participating in the checkpoint operation who make any arrests, will complete all required paperwork prior to going off-duty.
8. Upon completion of the checkpoint operation, or soon thereafter, the checkpoint Supervisor shall complete a "Sobriety Checkpoint Activity Report," review and approve all paperwork (such as citations, arrest reports, etc.) related to the checkpoint and make sure it is placed in Records for processing before going off-duty.

Approved by:



Dino Sgambellone
Chief of Police

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210 Domestic Violence and Abuse			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:			

I. PURPOSE

The New Mexico legislature has determined that Domestic Violence and Abuse incidents are complex and require specific actions on the part of Law Enforcement Officers who respond to such events. The purpose of this General Order is to establish procedures for members of the Los Alamos County Police Department as they relate to Domestic Violence and Abuse in accordance with State law.

II. POLICY

It is the policy of the Los Alamos County Police Department to comply with State law and to take a pro-arrest position regarding domestic violence and abuse offenses. Once arrest criteria and probable cause are established, an arrest will be made regardless of the victim's willingness to cooperate in the prosecution of the offender. The Department's primary concerns are victim safety and offender accountability. When probable cause cannot be established for an arrest, every effort shall be made to assure the safety of victims and children. The State of New Mexico and the Department discourages dual arrests of persons involved in incidents of Domestic Violence or Abuse. In making arrests for such offenses, Officers shall seek to identify and consider whether one of the parties acted in self-defense (40-13-1.1 NMSA 1978).

III. DEFINITIONS

CHILD – means any person who is less than eighteen (18) years of age (per 30-6-1.A (1) NMSA 1978).

CHILD ABUSE – (Per 30-6-1.D NMSA 1978) Abuse of a child consists of a person knowingly, intentionally or negligently, and without justifiable cause, allows or permits a child to be:

1. Placed in a situation that may endanger the child's life or health;
2. Tortured, cruelly confined or cruelly punished; or
3. Exposed to the inclemency of the weather.

CO-PARENTS – means persons who have a child in common, regardless of whether they have been married or have lived together at any time (40-13-2.A NMSA 1978).

CORPORAL DISCIPLINE – means action taken by a parent or guardian for disciplinary purposes of a child, provided it does not harm the child. Factors to be considered:

1. Age of the child
2. Prior history of injuries to the child
3. The location of the injury
4. The multiplicity of the injuries
5. Type of trauma inflicted on the child

COURT – means the District Court of the judicial district where the alleged victim resides or is found (40-13-2.B NMSA 1978)

DOMESTIC VIOLENCE or ABUSE – means any incident by a household member against another household member resulting in (per 40-13-2.C NMSA 1978)

1. Physical harm;
2. Severe emotional distress;
3. Bodily injuries or assault;
4. Threat causing immanent fear of bodily injury by any household member;
5. Criminal trespass;
6. Criminal damage to property;
7. Repeatedly driving by the residence or workplace of the victim;
8. Telephone harassment;
9. Stalking;
10. Harassment; or
11. Harm or threatened harm to children as set forth in the Definitions Section of this General Order.

EX PARTE EMERGENCY ORDER OF PROTECTION – means a Court order granted for the protection of victims of Domestic Violence or Abuse (40-13-2.2) on an urgent or emergency basis.

HOUSEHOLD MEMBER – means a spouse, former spouse, parent, present or former stepparent, present or former parent in-law, grandparent or grandparent in-law, child, stepchild, grandchild, co-parent of a child, or a person with whom the petitioner has had a continuing personal relationship. Cohabitation is not necessary to be deemed a household member for the purposes of this Section (30-3-11 NMSA 1978) and/or (40-13-2.D NMSA 1978).

ORDER OF PROTECTION – means a Court order granted for the protection of victims of Domestic Violence or Abuse (40-13-2.E NMSA 1978).

PRIMARY OFFENDER/AGGRESSOR – means the person who first initiates unwanted physical contact in a rude, offensive or angry manner or intentionally causes bodily harm to another person. Due consideration should be given to whether a person is simply defending him or herself or another family member who was in immediate danger.

IV. PROCEDURES

A. General

1. Domestic Violence and Abuse is a pervasive problem in our society. It is a learned behavior often passed on from generation to generation. Family violence has been shown to be a root cause of many other types of violent behavior. Law Enforcement Officers have the capability of stopping the escalation of violence in the family by making custodial arrests of offenders. Physical custody arrests, when warranted, provide the most effective deterrent to future violence and abuse in the family. Such arrests initiate prosecution, family safety, and counseling of affected parties thereby helping to break the cycle of violence.

B. Responsibilities of Department Personnel

1. Consolidated Dispatch Center (CDC) personnel can assist in the prosecution of domestic violence and abuse cases by obtaining valuable information at the time of the call for service. CDC personnel should never ask if the victim wishes to prosecute. Copies of all tapes and other computer-generated evidence will be stored by the CDC in keeping with current

operational standards procedures and to make the evidence available as may be requested by proper Supervisory authority.

2. Patrol Officers will thoroughly investigate allegations of domestic violence and abuse and attempt to establish probable cause by adhering to the following:
 - i. Interview involved parties separately and out of visual and hearing range of the other(s) without compromising Officer safety.
 - ii. Determine if the relationship is domestic and what crime has occurred.
 - iii. Determine the predominant aggressor. If there are co-combatants, evidence such as interviews with neighbors, defensive injuries, past history of violence and witness(es) statement(s) shall be reviewed. Every means of identifying the single primary aggressor shall be exhausted prior to the custodial arrests of dual combatants.
 - iv. Determine if there has been an occurrence of child abuse and then take the necessary action, that may include:
 - a. Taking enforcement action and making arrests when appropriate and when probable cause has been established.
 - b. Notification of the New Mexico Children, Youth and Families Department (CYFD) within 24-hours through a SCI report, 1-855-333-SAFE (7233).
 - c. If an arrest is made, reasonable efforts should be made to place the parent in custody out of the children's view.
 - v. Every effort shall be made to obtain written statements from the victim(s) after probable cause has been established detailing the victim's account of the incident.
 - vi. Every effort shall be made to obtain a written statement from the suspect (prior to arrest).
 - vii. Every effort shall be made to obtain written statements from witnesses including children and neighbors.
 - viii. Every effort shall be made to photographs of the crime scene, including the victim's and suspect's physical injuries.
 - ix. Every Domestic Investigation, even if no charges are filed, that Officers respond to, the Officer MUST offer "victim's rights" to each party involved. These rights, afforded by the State of New Mexico, offers "victims" involved in Domestic Situations resources to assist them in dealing with these occurrences. An LAPD Domestic Violence Victim Resources printed handout contains all required information to be given to the victim of Domestic Violence.
3. Existence of Probable Cause
 - i. The investigating Officer shall take whatever steps are reasonably necessary to protect the victim from further domestic abuse, including, arresting the alleged perpetrator when appropriate and including a written statement in the attendant Police report and probable cause statement to indicate that the arrest of the alleged perpetrator was, in whole or in part, premised upon probable cause to believe that the alleged perpetrator committed domestic abuse against the victim and, when appropriate, indicate that the party arrested was the predominant aggressor. Reference 40-13-7 NMSA

- ii. If the suspect has fled the scene, the investigating Officer will try to locate during his or her tour of duty. Prior to the completion of his or her tour of duty, the Officer will complete all necessary paperwork for the request of an arrest warrant or criminal summons for the suspect based on the recommendation from the Office of the District Attorney.
- 4. Lack of Probable Cause
 - i. If probable cause cannot be established, the information will be documented in a case report. Efforts to assure the immediate safety of the victim will be made, such as transportation to a shelter or to the home of a nearby relative or friend.
- 5. Investigations
 - i. Any additional investigation not completed by patrol personnel will be forwarded to the Investigations Unit for follow-up if approved by the Investigations Unit Supervisor and/or Operations Bureau Commander. Patrol Officers will first obtain permission from their Shift Supervisor prior to referring cases to Investigations.

C. Reporting

- 1. A written report will be completed on all calls for service having a final CAD classification of Domestic Violence, Domestic Abuse or Domestic Disturbance. All such reports shall be completed and submitted prior to the end of the Officer's shift. All such written reports shall be closed with one of the following recommendation of findings:
 - i. An act of Domestic Violence or Abuse did not occur or closed out as a Domestic- No charges.
 - ii. An act of Domestic Violence or Abuse may have occurred but there is insufficient evidence to support any prosecution.
 - iii. A Domestic Disturbance took place but did not meet the required definitions for Domestic Violence or Abuse and case was cleared as Domestic-No Charges.
 - iv. If an arrest is not made, the Officer shall notify his or her Shift Supervisor and ask for direction prior to the conclusion of the investigation.
 - v. Probable cause was established and the suspect was arrested.
 - vi. Probable cause was established; however, the suspect could not be located. The case and a request for an arrest warrant or criminal summons was forwarded to the Office of the District Attorney.

D. Officer/Public Official as Suspect

- 1. Circumstances may arise where a Law Enforcement Officer or public official is the suspect of Domestic Violence or Abuse. Officers responding to these cases shall remain neutral and objective throughout the investigation. A suspect Officer/public official will be arrested and processed in the same manner as any other suspect. The Shift Supervisor will be notified as soon as possible and will determine whether his or her response or that of any command staff personnel is necessary. The Shift Supervisor will ensure that the suspect Officer's chain of command is notified and, in the case of a Los Alamos County Police Officer, the appropriate Internal Affairs process is initiated.

E. Release from Custody

1. The Detention Center staff shall make a reasonable attempt to notify the victim that the arrested household member has been released from custody (per 40-13-7.C NMSA 1978).

F. Orders of Protection

1. A victim of Domestic Violence or Abuse may petition the Court under the Family Violence Protection Act for an order of protection.
2. The petition shall be made under oath or shall be accompanied by a sworn affidavit setting out specific facts showing the alleged domestic violence or abuse.
3. The petition shall state whether any domestic action is pending between the petitioner and respondent.
4. If any domestic action is pending between the petitioner and the respondent, the parties shall not be compelled to mediate any aspect of the case arising from the Family Violence Protection Act unless the Court finds that appropriate safeguards exist to protect each of the parties and that both parties can fairly mediate with such safeguards.
5. Any action brought under that Act is independent of any proceeding for annulment, separation or divorce between the petitioners and respondent.
6. Any remedies granted are in addition to other available civil or criminal remedies.
7. If the petition is accompanied by an affidavit showing that the petitioner is unable to pay the costs of the processing, the Court may order that the petitioner be permitted to proceed as an indigent without payment of Court costs. In determining the financial status of the petitioner for the purpose of this subsection, the income of the respondent shall not be considered.

G. Emergency Orders of Protection

1. In addition to Section F, above, the district Court may issue an “Ex Parte Order of Protection” when a Law Enforcement Officer states to the Court in person, by telephone or via facsimile and files a sworn written statement, setting forth the need for an Emergency Order of Protection. If the Court finds that there is reasonable grounds to believe that the petitioner or the petitioner’s child is in immediate danger of domestic abuse following an incident of domestic abuse by a household member, such order may be issued.
2. To protect family members and children from violence and/or abuse by a household member, Officers may petition the Court for an Emergency Order of Protection. In keeping with Department Policy on protecting citizens from crime, Officers, through their Supervisor, are authorized to file such petitions.
3. Petitions will include the facts regarding the incident prompting the petition and the location and phone number of the respondent, if known.
4. Officers who determine that such an order is appropriate shall confer with and get the approval of their immediate Supervisor before filing such petition.

H. Domestic Responders

1. Responding Officers will advise involved parties of the existence of a Domestic Responder Program. When involved parties request to meet with a Domestic Responder, every effort

should be made to afford them that opportunity. It is the preferred practice of the Los Alamos County Police Department that the victims meet with Domestic Responders in a safe and secure area within the confines of the Police Department.

2. If the suspect has fled the scene and was not located/arrested, and the victim has requested to meet with a Domestic Responder, Officers will adhere to the following procedures:
 - i. Officers will provide transportation for victims (and children, if applicable) or will otherwise escort them to the Department. A safe and private room will be made available for the victims and the Domestic Responder to meet in.
 - ii. If the victim refuses to meet with the Domestic Responder at the Police Department, but wishes to meet with the Domestic Responder at the victim's residence or any other location, an Officer will stay with the victim and the Responder until they have completed their meeting.
3. If an arrested party requests to meet with a Domestic Responder, arrangements will be made through the Detention Center staff. The staff will arrange for the Domestic Responder to safely meet with the arrested party inside the Detention Center.

I. Employee Involved Domestic Violence

1. The Department will adhere to a zero-tolerance policy towards Police employee domestic violence and will not tolerate violations of the policy. The Department will provide ongoing training to every employee on domestic violence and the zero-tolerance policy throughout all phases of the Officer's career.
2. The Department shall use a variety of training techniques including in-service, roll-call, FTO, and training bulletins to regularly reinforce standards of effective response and early warning/intervention techniques. The Department shall, either in response to observed warning signs or at the request of an Officer, intimate partner, or other family member, provide non-punitive avenues of assistance before an act of domestic violence occurs. The Department shall inform Officers of the procedure for seeking confidential referrals, either internally or externally, to confidential counseling services.
3. A disclosure on the part of any Officer, employee, intimate partner or family member to any member of the Department that an employee has personally engaged in domestic violence will be treated as an admission or report of a crime and shall be investigated both administratively and criminally.
4. Supervisors shall be cognizant of and document any pattern of abusive behavior potentially indicative of domestic violence including, but not limited to: excessive and/or increased use of force on the job, stalking and inappropriate surveillance activities, unusually high incidences of physical altercations and verbal disputes, monitoring and controlling any family member or intimate partner through such means as excessive phone calling, stalking, discrediting and/or disparaging an intimate partner or family member, on or off-duty employee injuries or those of an intimate partner or family member, if known, deteriorating work performance, and drug and/or alcohol abuse.
5. When the Supervisor notes a pattern of problematic behavior the Supervisor shall address the behavior through a documented review with the Officer. The report shall be forwarded to Command Staff in a timely manner to determine if discipline, psychological testing, counselor assistance, and/or additional training is warranted.

6. Employees are encouraged to take personal responsibility in seeking confidential referrals and assistance from the Department to prevent a problem from escalating to the level of criminal conduct. Employees who fail to report knowledge of abuse or violence involving a fellow employee, fail to cooperate with the investigation of a Police employee abuse or violence case (except where the employee is the victim), interfere with cases involving themselves or fellow employees, or intimidate or coerce any witness or victim shall be subject to severe discipline.
7. Employees who learn they are the subject of a criminal investigation, regardless of jurisdiction, are required to immediately make a report to their Supervisors and provide notice of the Court dates, times, appearances, and proceedings. Failure to do so may result in severe discipline up to and including dismissal. Federal and State law prohibits Police Officers convicted of qualifying misdemeanor domestic violence crimes from possessing firearms.
8. Employees who learn they are the subject of any protective order proceeding, whether or not the order is issued and regardless of jurisdiction, shall immediately notify their Supervisor and provide a copy of the order, if issued.
9. The Department shall accept, document, and preserve all calls or reports, including those made anonymously, regarding domestic violence. All reports of possible criminal activity implicating Police Officers in domestic violence shall be documented in accordance with the policies governing the handling of reports of domestic violence involving civilians. The on-scene Supervisor shall forward a copy of the report alleging domestic violence by the employee to Senior Staff and notify via telephone if an arrest is made.
10. Communications shall assign a high priority to all domestic violence calls, including those that involve or appear to involve a Police employee of any Department. Communications shall immediately notify a patrol Supervisor of any domestic call received that involves, or appears to involve, a Police employee, regardless of the involved Officer's jurisdiction.
11. Patrol Officers responding to the scene of a domestic violence call or incident involving a Police employee, shall immediately notify dispatch and request a Supervisor of a higher rank than the involved employee, regardless of the Officer's jurisdiction. If the Employee is the Chief of Police, his or her Supervisor shall immediately be informed. The Officers shall obtain needed medical assistance, address the immediate safety of all parties involved, secure the scene and preserve evidence, note all excited utterances, admissions and/or incriminating statements, and make an arrest if probable cause exists.
12. A Supervisor of higher rank shall report to the scene of all Police employee domestic violence incidents involving a Police Officer, regardless of the involved Officer's jurisdiction. The Supervisor shall ensure the crime scene is secured and that all evidence is collected. The Supervisor shall inquire as to the safety of all children present at the time of the incident and, when appropriate and necessary, interview children separately from other parties. In cases where probable cause exists, the on-scene Supervisor shall ensure an arrest is made or a packet is completed if the offender is no longer on-scene. A call to the District or County Attorney may be prudent depending upon the circumstances. If the victim has left the scene, the Supervisor shall make every effort to follow through on the investigation and attempt to locate the victim. Whenever an employee is arrested, the Supervisor shall relieve the accused employee of all service weapons regardless of whether the employee is a member of the responding Department. All other firearms owned or at the disposal of the accused employee shall be seized and submitted to the property room. The Officer's Department ID card with the door entry reader shall be confiscated and the employee shall be advised not to enter the Department without Supervisory escort.
13. The Supervisor shall ensure the victim is informed of the judicial process and victim rights, the Department's policy, and community resources. Whenever a Police employee involved

domestic does not result in an arrest or a warrant is not sought, the on-scene Supervisor shall explain in a written report the circumstances of the incident. The Supervisor shall notify the Senior Staff, and the Chief of any accused Officer's Department if it involves an employee from another jurisdiction. That notification shall be documented.

14. In responding to domestic violence incidents where the victim is a Police Officer, standard domestic violence response and investigation procedures shall be followed. In responding to domestic violence incidents where the parties involved are both Police Officers, standard domestic violence response and investigation procedures should be followed. After probable cause and dominant aggressor are determined, an arrest shall be made, when appropriate, and all service weapons of the accused employee confiscated. Consultation with the District Attorney is recommended in cases where their legal guidance would be beneficial to the investigation.
15. Arrest warrants charging Police Officers with domestic violence and protective orders issued at a later time shall be served by no fewer than two Officers with at least one being of senior rank to the employee being served. In cases where firearms have not been previously seized, firearms shall be seized.
16. The Department shall conduct separate parallel administrative and criminal investigations of alleged incidents of Police employee domestic violence in a manner that maintains the integrity of both investigations and promotes zero tolerance. Regardless of the outcome of the criminal case, the Department shall uphold all administrative decisions. If the facts of the case indicate that domestic violence has occurred or any Department Polices have been violated, administrative action shall be taken independent of any criminal proceedings as soon as practicable. In the event a protection order expires or the victim asks that the case be dismissed the Department shall still conduct a thorough administrative investigation.
17. If an investigation of an incident uncovers employees who had knowledge of violence on the part of an employee but failed to notify the Department or engaged in actions intended to interfere with the investigation, the Department shall investigate those employees and take disciplinary action and criminally charge as warranted.
18. Any employee charged or convicted through criminal proceedings of a domestic violence crime may be terminated from the Department.

Approved by:



Dino Sgambellone
Chief of Police

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211 Command Staff Notification			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	11.4.5, 41.2.4		

I. PURPOSE

The purpose of this General Order is to provide Command Staff personnel of the Los Alamos County Police Department with timely and effective information concerning significant incidents involving Department personnel, incidents occurring within Los Alamos County or that may impact the County and/or the Department. This General Order is will serve as an additional measure to augment the existing information flow within the Department.

II. POLICY (41.2.4)

1. It is the policy of the Los Alamos County Police Department to provide timely, important and accurate information to the Chief of Police and members of the Command Staff about significant incidents involving Department personnel, public safety incidents occurring in the County or that may impact or affect the County and/or Department.
2. It is the policy of the Los Alamos County Police Department to have a fully informed and reactive Command Staff structure that supports the overall efforts of Department employees and to aid them in the decision making process.

III. DEFINITIONS

COMMAND STAFF – means the Chief of Police, Deputy Chief, Police Operations Commander, Staff Services Commander, Emergency Management Commander, Detention Administrator, CDC Manager, and Records Manager.

CONSOLIDATED DISPATCH CENTER (CDC) – means the Department’s primary CDC for emergency radio and telephone contact.

EMPLOYEE – means any employee of the Department, sworn or non-sworn.

GROUP COMMAND STAFF NOTIFICATION – means the entire Command Staff.

INDIVIDUAL COMMAND STAFF NOTIFICATION – refers to specific individual Command Staff notifications (less than a Group Command Notification) as outlined in the PROCEDURES Section of this General Order.

MINOR INJURY – means an injury requiring medical treatment but not needing admittance to a hospital.

RANKING OFFICER – means the full-time, salaried, sworn member of the Department having the highest rank or seniority in rank on-duty or on-call within the geographic boundaries of Los Alamos County at the given time.

SERIOUS INJURY – means an injury requiring admittance to a hospital but that is not likely to result in death.

SENIOR STAFF – means the Chief of Police, Deputy Chief, Police Operations Commander, and the Staff Services Commander.

IV. PROCEDURES

A. Command Staff Notifications

1. The Consolidated Dispatch Center (CDC) is the primary unit responsible for the delivery of notifications to Command Staff personnel. Utilizing the procedures in this General Order, the ranking Officer or Supervisor on-duty will be responsible for personally making Command Staff notifications or directing that the CDC or other personnel make such notifications in a timely and appropriate manner.
2. In the event of a situation requiring Command Staff notification, such notification will be made in the most expeditious and appropriate manner. Employees making such notifications should use discretion and consider if making contact via cell phone or regular telephone rather than by radio is most appropriate as radio communications are monitored by members of the public.
3. In the event that cell phone, telephone or radio communications is not readily available, the most expeditious contact should be made (e-mail, messenger, etc.). However, efforts to make contact by cell phone, telephone or radio should continue until contact is made or instructions from competent authority direct that contact efforts can be discontinued.
4. All Command Staff Officers are responsible for ensuring that the CDC has current contact information. This includes phone numbers where they can be contacted if their cell, office and residential phones will not be available.
5. All such cell and telephone numbers shall be maintained in a quick reference file at the CDC.
6. Employees shall not initiate Command Staff notifications unless or until directed to so by the Supervisor or ranking Officer on-duty. However, nothing in this General Order prohibits CDC or other personnel from inquiring of the Supervisor or ranking Officer on-duty if such contacts should be initiated.
7. The employee making such notifications will be prepared, as much as possible, to answer questions regarding the cause of the notification.
8. In the event a Command Staff Notification, it will be up to the discretion of the individual Command Officer contacted to take whatever action deemed necessary and/or appropriate in response to the notification unless otherwise directed in the notification.
9. Command Staff Notifications of incidents not delineated, specified or described in this General Order may be made at the discretion of the Supervisor or, in his or her absence, the ranking Officer on-duty. When in doubt, it is better to initiate a notification to the next higher individual in the chain of command for guidance.

B. NOTIFYING THE CHIEF OF POLICE (11.4.5)

1. The Chief of Police and Senior Staff will be notified immediately via email, unless otherwise noted, or as soon as practical of the following incidents by a Supervisor in charge of the incident or his or her designate. E-mail notifications will be entitled, "Chief's Report."

2. The following require a **phone call to Senior Staff** and a Chief's Report:

- i. Assaults/Injury on/to Department personnel resulting in hospital treatment
- ii. Homicide or Felonious Assaults
- iii. Hostage/Barricade Situation
- iv. Officer involved shootings
- v. Employee actions that result in serious physical harm or death of another
- vi. Serious incidents involving off duty personnel
- vii. Fatal or life threatening traffic crashes
- viii. Suicides
- ix. Suspicious/Accidental Deaths
- x. Serious incidents involving County or Lab personnel
- xi. All in-custody deaths
- xii. Any incident in the Supervisor's opinion may result in wide-spread media coverage

3. The following require a **phone call to the Commander/Supervisor** in charge and a Chief's Report:

- i. Escapes
- ii. Discovery of a real or suspected explosive device
- iii. Negligent discharge
- iv. Violations of policy likely to result in discipline
- v. Serious Felonies
- vi. Serious In-custody Injuries and serious Response to Resistance
- vii. Cash of over \$2000 logged into Evidence
- viii. Utilization of any Specialized Units

4. The following require a **Chief's Report to Senior Staff via e-mail**:

- i. Minor incidents involving off duty personnel
- ii. Minor in-custody Injuries and Response to Resistance
- iii. On-duty injuries to employees that do not require medical treatment
- iv. Incidents involving immediate family members of employees
- v. Incidents involving County Employees
- vi. Incidents where a County Employee damages property in the line of duty.
- vii. Animal bite cases

C. Notifying the Union President

1. The following require a call the Union President:

- i. Officer involved shootings

Approved by:



Dino Sgambellone
Chief of Police

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212 Specialized Units Call-Out Criteria			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	16.2.1, 42.1.1, 46.2.1, 46.2.4, 83.1.1		

I. PURPOSE

The purpose of this General Order is to set forth standard criteria for the Call-Out of specialized units and personnel of the Los Alamos County Police Department to assist in the delivery of professional and specialized Police services to the community.

II. POLICY

It is the policy of the Los Alamos County Police Department to proactively identify special Police needs and situations which may arise in the community and to provide the necessary personnel and equipment to professionally resolve such situations in a timely manner.

III. DEFINITIONS

BOMB TEAM – refers to specially trained personnel with a purpose to respond to actual or suspected explosive devices. The squad consists of one Team Leader appointed by the Chief of Police of the rank of Sergeant or higher who possesses current Bomb Technician certification by the FBI Hazardous Devices School. The team also consists of Officers of the rank of Corporal or higher and who possess, or will possess within three years of appointment to the team, current Bomb Technician certification from the FBI Hazardous Devices School.

CRISIS / HOSTAGE NEGOTIATIONS TEAM- refers to specially trained personnel that respond to a crisis situation with potential or actual hostages or barricaded subjects. The team consists of at least two nationally certified negotiators. Members will possess within 1 year of appointment to the team, a current negotiation certification from the International Association of Hostage Negotiators. If an opening becomes available, the Chief of Police will accept potential interest bids for no less than 10 days. Team members will be selected by potential interest in joining the team, Police background, experience, training, and seniority. An Officer's communication skills may be used to determine potential fit as a team member. (46.2.4)

CALL-OUT CONFIRMATION – means contact either in person or via telephone, cell phone, radio or other means verifying that the member(s) of a specialized team has been called-out and has received such notification. Call-Out confirmation is required on *all* call-outs by Consolidated Dispatch Center (CDC) personnel.

CALL-OUT NOTIFICATION – means a member(s) of a specialized unit has been notified of an event requiring their response either in person, via telephone, cell phone, radio or other means by the Consolidated Dispatch Center (CDC) or other source.

CONSOLIDATED DISPATCH CENTER (CDC) – means the Department's primary CDC for emergency radio and telephone contact.

GREAT BODILY HARM – means an injury to a person which creates a high probability of death; or which causes serious disfigurement; or which results in permanent or protracted loss or impairment of the function of any member or organ of the body.

INVESTIGATIONS UNIT – For the purpose of this General Order, Investigations Unit Call-Out personnel consists of the On-Call Detective. If necessary, additional investigative personnel may be called-out by the Shift Supervisor, Investigations Unit Sergeant or a Command Officer.

SERIOUS INJURY – means an injury causing an extended recovery period that is not likely to result in death.

SPECIALIZED UNITS- various assignments which may include Armorer, Bomb Team Member, Crash Reconstruction, Defensive Tactics, EVOC, Field Training, Firearms, Honor/Color Guard, Crisis Negotiator, Tactical Team, K-9 Unit, Terrorism Liaison, and Department Instructors. (16.2.1 (a))

IV. PROCEDURES

A. Call Out

1. The CDC is the primary unit responsible for the delivery of call-out notifications to Specialized Unit personnel. Members of the CDC shall use every available resource to make appropriate notifications.
2. Authorization for call-out(s) of specialized units or members rests with the on-duty Shift Supervisor or higher authority who may direct the CDC or other individual to make the notification(s). The member making the call-out notification(s) must be prepared to answer questions relating to the notification. The Shift Supervisor will assume all responsibilities for the scene until Specialized Units arrive. This includes but is not limited to; establishing perimeters, proper notifications, security of scene, and conducting evacuations. (46.2.1 (a))
3. The Chief of Police must be notified prior to the use of any Tactical Team to supplement other operational components. (46.2.1 (b))
4. In the event of a special operations require outside assistance, tactical teams, and/or other specialized unit support, the Incident Command System will be activated to ensure cooperation, control, and coordination during the event or incident. Coordination and cooperation between this Department and specialized unit support will be the responsibility of the Department's Incident Commander. (46.2.1 (c))

B. On Call (42.1.1) (83.1.1)

1. Members of Specialized Units, such as the Criminal Investigation Unit, who are “on-call” and in a “paid stand-by status” will remain available for 24-hour call-out. They shall advise the CDC within fifteen (15) minutes of such notification that they are in route to the call. (This is a “Call-Out Confirmation). Such members will report on-scene within one (1) hour of their being notified. The on call Investigations Unit can be utilized for the prompt collection and preservation of physical evidence, crime scene investigation, or other cases which may use their training.
2. Each Supervisor or team leader of a specialized unit with personnel in on-call and in a “paid stand-by status” shall provide an “on-call” roster to the CDC on a monthly basis and shall inform the CDC of any changes in a timely manner. These rosters will be maintained in a quick reference file by the CDC.
3. All members of specialized teams or units shall keep the CDC informed of current contact information. They shall immediately inform the CDC and their leader of any changes in their status or availability to respond to call-outs.

C. Suggested Call-Out Criteria for Specialized Units:

1. Investigations Unit

- i. Homicides
- ii. Suicides or suicide attempts with great bodily harm or when death is imminent.
- iii. Suspicious deaths
- iv. Infant deaths
- v. Deaths believed to be drug related
- vi. Accidental deaths (including as a result of motor vehicle crashes)
- vii. Aggravated battery with great bodily harm or when death is imminent
- viii. Any injury with great bodily harm or when death is imminent (including motor vehicle crashes)
- ix. Officer involved shootings
- x. Criminal sexual contact
- xi. Criminal sexual penetration
- xii. Child abuse cases involving serious injuries
- xiii. Child abductions
- xiv. Abuse of the elderly involving serious injuries
- xv. Escapes from the Los Alamos County Detention Center
- xvi. Bomb threats
- xvii. Improvised Explosive Devices (IED) cases
- xviii. Robberies
- xix. Home invasions
- xx. Missing and endangered adult
- xxi. Missing juveniles where there is evidence of foul play or suspicious circumstances
- xxii. Missing juveniles who are twelve (12) years of age or younger.
- xxiii. Burglaries that require immediate or extensive follow-up investigation
- xxiv. Auto thefts where there is a need for immediate or extensive follow-up investigation
- xxv. If immediate background analytical investigation is required for an in-progress or currently active criminal case
- xxvi. When contact is made with known or suspected terrorists
- xxvii. When property or evidence dealing with actual or suspected terrorist activities is observed or seized.
- xxviii. If immediate follow-up investigation is needed on suspicious incidents that have suspected terrorist involvement at “high profile” targets in Los Alamos County, such as, but not limited to:
 - a. Los Alamos National Laboratory
 - b. Public or private utilities or infrastructure
 - c. Public school
 - d. Any target selected for its potential propaganda value

2. Bomb Team

- i. Suspicious device or package
- ii. Bomb threats
- iii. Found or located military ordinance
- iv. Found or located explosives
- v. Homemade explosive devices, such as pipe bombs or other improvised explosive devices (IEDs)
- vi. Suspected homemade clandestine lab
- vii. To assist the Los Alamos County Fire Department HAZMAT Team or the LANL HAZMAT Team with hazardous, explosive reactive chemicals

3. Hostage Negotiation Team

- i. Hostage situations
- ii. Individuals being held against their will
- iii. Barricade subject
- iv. Terrorist situations
- v. Suicide attempts i.e. A bridge jumper or suicide by cop situation

V. Evaluation of Specialized Assignments (16.2.1)

- A. Specialized assignments shall have a documented evaluation annually. Specialized assignments are assignments that require specialized training and often are characterized by increased levels of responsibility within a given position classification. The annual review will include:

- 1. **A listing of the Department's specialized assignments. (16.2.1 (a))**
- 2. A statement of **purpose of each assignment. (16.2.1 (b))**
- 3. An evaluation of the **initial problem or condition that required the implementation** of the specialized or ancillary assignment. **(16.2.1 (c))**

Approved by:



Dino Sgambellone
Chief of Police

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213 Department Vehicles			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	41.3.1, 41.3.2, 41.3.3, 83.2.4		

I. PURPOSE

The purpose of this General Order is to regulate the use of Los Alamos County Police Department vehicles.

II. POLICY

It is the policy of the Los Alamos County Police Department to assign a Department vehicle to personnel as outlined in this General Order. The Los Alamos County Chief of Police is designated by the County Manager as the “Approving Authority” in determining which employees of the Department are eligible for assignment of vehicles for take home use.

1. The Los Alamos County Chief of Police may delegate, in writing, approval authority to a senior staff member. No other Police Department employee may assume such approval authority.
2. Vehicles will be assigned according to the needs of the Department and vehicle availability.
3. The Chief of Police, or his designee, shall notify the Finance Department an employee has been assigned take home use of a Police or Special Use vehicle within ten (10) days of the assignment.
4. Operators of Department vehicles shall possess a valid State of New Mexico driver’s license. The Deputy Chief shall direct that a bi-annual Department of Motor Vehicles’ check be performed to assure that all operators of Department vehicles have valid and current drivers’ licenses. Such check shall be performed by personnel assigned to the Consolidated Dispatch Center (CDC). The results of this check shall be forwarded to the Deputy Chief.
5. Operators of Department vehicles shall conform to all federal and state motor vehicle laws and the policies and procedures of this Department.
6. Operators of Department vehicles shall drive in a safe and Courteous manner at all times and in such a way as to set the driving example for the public.
7. All employees authorized to operate a Police or Special Use vehicle under the auspices of the Los Alamos County Police Department, in addition to this policy, shall conform to all terms and conditions set for the Los Alamos Police Department policies, procedures and directives and any direct lawful order given by or through the office of the Chief of Police.

III. DEFINITIONS

FLEET MAINTENANCE – means the County’s Fleet Maintenance Facility, mechanics and other employees of that facility.

Police Vehicle - means any County – owned vehicle assigned to the Police Department and authorized by the Chief of Police as a vehicle used primarily for conducting the business of the Police Department. This includes vehicles appropriately marked with the official markings of the Los Alamos Police Department and equipped with emergency equipment, including lights and siren, as well as vehicles that are not marked with official markings, but have been designated by the Chief of Police as Police vehicles. (41.3.1)

Special Use Vehicle – means any non-standard vehicle owned by County and assigned to the Los Alamos Police Department, including but not limited to a Bomb Team Response Vehicle, Crime Scene Response Vehicle, Mobile Command vehicle, and ATV, or trailer.

Statute Miles – The distance driven by roadway from the Los Alamos County line to the residence location of the employee.

IV. PROCEDURES

A. Methodology for assignment of vehicles to Officers

1. Patrol Units will be assigned based on seniority and a seniority/unit assignment/replacement list shall be maintained and posted by the Department fleet manager.
2. Factors such as an Officer's ability to maintain proper care for their unit, disciplinary actions, and crashes deemed to be the fault of the Officer may be taken into consideration when determining vehicle assignment/replacement. The Bureau Commander overseeing the Officer being issued a vehicle will have the final determination in what actions will be taken, if any in consideration of the above factors.
3. Officers may make a written request to the fleet manager to be assigned a different unit, such as into or out of an SUV or to a newer unit made available by an Officer transferring to investigations, admin duties, or leaving the Department. This request must state the specific reasons for the change. The fleet manager must discuss the request with the Bureau Commander who oversees the Officer making the request. The Bureau Commander will have the final authority to approve or deny the request based on the best interests of the Department and Officers involved.
4. Any Officer who's request to be assigned a different unit is approved shall not lose their position on the vehicle replacement seniority list for a new unit.
5. Any Officer whose vehicle is scheduled for early replacement due to high mileage, maintenance issues or other unusual factors before that Officer has risen to the top of the vehicle replacement seniority list may be assigned to any other available unit and the new unit be assigned to the Officer at the top of the list.
6. Vehicles assigned to investigations or Staff Services will remain with the Officer until such time as the vehicle is replaced.

B. Use To and From Work

1. The individual assignment of a Police or Special Use Vehicle to a specific employee, as well as the authorization to take such vehicle home, is a privilege which can be suspended or discontinued at any time by the Chief of Police in his or her sole discretion.
2. Assigned Police or Special Use Vehicles may be driven by the employee to the employee's residence provided the employee resides within 40 statute mile of Los Alamos County Line.

Team Supervisors shall audit employees in their command who have been assigned a Police or Special Use vehicle to confirm that their place of residence conforms to this requirement.

3. Take home use is use of a County vehicle assigned to an employee for dedicated business, including commuting to and from work and minimal personal use. The County will tax take home vehicles use as a working condition benefit when deemed appropriate by IRS regulations.
4. Employees assigned Police or Special Use vehicles may use such vehicle for Department approved community functions (such as scouting, sporting functions, etc.).

C. Restrictions on Use

1. Employees whose driving privileges have been suspended or revoked or who are under disciplinary suspension or on administrative leave with or without pay shall not operate Police or Special Use vehicles. Supervisors have the authority to suspend an employee's use of Department vehicles for a specified period of time for violations of this policy and Department General Orders relating to care and use of equipment and operation of Police or Special Use Vehicles with the written approval of the employee's Bureau Commander. Such action shall be reported in writing to the employee's Bureau Commander.
2. Employees of the Department shall only use Police and Special Use vehicles for the performance of official duties or as authorized by the Chief of Police or designee. Requests for use beyond the scope of this policy shall be made in writing to the Chief of Police.
3. Members shall not permit unauthorized persons to operate or ride as passengers in any Police or Special Use vehicle other than as outlined below. On rare occasions, and under extenuating circumstances with prior immediate Supervisor written approval, employees may carry passengers for non-official purposes. Requests to ride as an observer in a Police or Special Use vehicle will be in accordance with the following guidelines.
 - i. All persons desiring to participate as a ride-along observer must fill out the Ride-Along Waiver form.
 - a. All Ride-Along Waiver forms must be approved and signed by the Shift Supervisor prior to the observer being allowed to ride-along with a host Officer.
 - ii. All ride-along observers must dress and groom themselves in an appropriate manner. The Shift Supervisor will determine if the ride-along observer's attire and/or grooming is appropriate. No offensive, derogatory, or inflammatory printing will be allowed on any item or clothing.
 - iii. Ride-Along Observers will not interfere or get involved in any way with the official duties of the host Officer.
 - iv. Officers may transport citizens and prisoners at their discretion in order to accomplish an official purpose.
4. During any period of leave, the member's Supervisor may require that the vehicle be parked at the Police Department or other approved location.
5. Department vehicles shall not be utilized to push or tow other vehicles unless they are specifically equipped and designated by the Police Operations Bureau Commander for such purpose or use.

6. Department vehicles designated as passenger vehicles will not be used to transport heavy, inappropriate or excessive loads.
7. Employees who have consumed alcoholic beverages or other intoxicants shall not use a Police or Special Use vehicle. NOTE: It is the responsibility of the operator to never be under the influence of any intoxicant, narcotic or other substance at any time while in operation of any Police Department Vehicle. Members operating a Department vehicle shall not consume alcoholic beverages while on duty unless performing a specific, and Supervisor approved, Law Enforcement function. In no event shall the member drive while or after drinking alcoholic beverages in violation of State and local laws or in violation of Department General Orders.
8. Approved attire while operating a Department vehicle while on or off-duty shall be consistent with Department dress code policies.

D. Vehicle Fueling

1. Members shall fuel their vehicles in accordance with the procedures established by the Fleet Maintenance Facility.
2. There shall be no fueling of private or unauthorized vehicles except as may be determined by the Chief of Police or his or her designee and then only to accomplish a Law Enforcement purpose.
3. Employees experiencing vehicle problems shall, if possible, drive the vehicle to the Fleet Maintenance Facility and report the problem to the appropriate personnel. If it is not possible to drive the vehicle to the Fleet Maintenance Facility, the member shall contact the Shift Supervisor for instructions.

E. Seat Belt Use (41.3.3)

1. Personnel shall utilize the installed seat belts while operating or riding in a Department vehicle in accordance with federal and state laws and County Policy.
2. Personnel will require any passengers riding in their vehicle to wear their seat belt while the vehicle is in motion.
3. Only seat belts furnished and installed by the manufacturer or authorized dealers will be installed in Department vehicles.
4. Only Fleet Maintenance has the authority to modify the vehicle's seat belt system.

F. Care and Maintenance of Department Vehicles

1. General – The success and continuation of the Department's vehicle plan and usage depends in large measure on the vehicles' cleanliness, appearance, maintenance and the manner operated by Department employees in the eyes of the public. As part of an employees' regularly assigned duties, they shall be responsible for the maintenance, care, cleanliness and condition of their vehicle and its equipment.
 - i. Each patrol car will be equipped with equipment needed to handle emergencies and preliminary investigations effectively and should be stocked with the following supplies: (41.3.2)
 - a. Radar speed measuring device
 - b. Tuning forks
 - c. Stop sticks (if trained)
 - d. A first aid kit with supplies;
 - e. Disposable blanket;

- f. Police yellow CAUTION/crime scene tape;
 - g. Bio-Hazard Kit;
 - h. Crime scene processing supplies;
 - ◆ Latent fingerprints lifts; (83.2.4 (a))
 - ◆ Fingerprint powder; (83.2.4 (a))
 - ◆ Camera; (83.2.4 (b))
 - ◆ Diagram materials; (83.2.4 (c))
 - ◆ Collection items for preservation of physical evidence. (83.2.4 (d))
 - i. Reflective Vest;
 - j. Seatbelt cutter;
 - k. Orange traffic cones;
 - l. Surgical gloves;
 - m. Measuring tape and/or measuring wheel.
- ii. Equipment to be available on each Animal Control vehicle includes, but is not limited to, the following: At a minimum,
- a. Two (2) Control Sticks
 - b. Two (2) leashes
 - c. One (1) snake tong
 - d. One (1) twenty (20) foot braided rope
 - e. One (1) First Aid kit
 - f. One (1) fire extinguisher
 - g. One (1) camera
 - h. One (1) pair of binoculars
 - i. One (1) bird net and pole
 - j. One (1) PepperBall Gun and ammo
 - k. Two (2) muzzles and snappy snares
 - l. One (1) pair of Bite Gloves
 - m. One (1) base radio per
 - n. One (1) flashlight per
 - o. Two (2) Control Boxes
2. Prior to leaving a Department vehicle at the Fleet Maintenance Facility or other designated outside vendor for repair or maintenance, all ammunition and weapons as well as any sensitive or confidential information and legal documents shall be removed and stored in a safe and secure location.
3. All operators of Department vehicles shall routinely complete the following tasks:
- i. Check and maintain the correct oil level
 - ii. Check and maintain the correct transmission fluid level
 - iii. Check and maintain the correct engine coolant level
 - iv. Check and maintain the correct power steering fluid level
 - v. Check and maintain the proper tire pressure
 - vi. Check and maintain at least one-half tank of fuel
 - vii. Check the fire extinguisher (date recharged)
 - viii. Check and maintain a complete first aid kit
4. Damage to a Department owned vehicle due to improper fluid levels or air pressure may result in disciplinary action if it is determined that the damage was caused by failure to periodically check or properly maintain the vehicle.

5. Members are prohibited from making mechanical adjustments or alterations to any Department vehicle. Any and all repairs shall be made by Fleet Maintenance or other authorized person(s)/business (es) as approved by Fleet maintenance or the Chief of Police.
6. Members of the Department are required to inspect their assigned vehicle daily (when the vehicle is used) or prior to the start of each shift. They shall report any damage, defect or missing equipment to their Supervisor as soon as possible and make arrangements to have the vehicle repaired and missing equipment replaced as soon as possible. All appropriate documentation detailing the vehicle's condition shall be completed by the employee and forwarded to their Supervisor. Failure to inspect their assigned vehicle (including pool vehicles) prior to assuming control or operating the vehicle and identifying any damage, defect or missing equipment or other unusual or non-standard condition may result in the assignment of any damage, defect or missing equipment to the member failing to adhere to this General Order.
7. All Department vehicles will be serviced in accordance with the schedule established by the Fleet Maintenance Facility.
8. When an assigned vehicle is inactive due to extended repairs, members may use a pool car for on-duty assignments. A substitute vehicle may be assigned from the pool by the Police Operations Bureau Commander or his or her designee.
9. Members may change flat tires, when on or off-duty, unless circumstances prohibit it. Tires requiring repair will be delivered to the Fleet Maintenance Facility for repair or replacement as soon as possible.
10. Drivers of vehicles requiring service or repairs will park the vehicle at the Fleet Maintenance Facility with at least a half-tank of gas (if possible).
11. Unattended vehicles will be completely secured by having windows up and doors locked. All personal items of value that belong to the driver will be removed as Fleet Maintenance will not be responsible for these items.
12. In the event any damage is incurred by a vehicle other than as a result of a motor vehicle crash, or if mechanical trouble occurs during normal operations, the operator shall immediately advise his or her Supervisor and complete all required reports.
13. No member shall modify or alter any vehicle or associated equipment without the prior approval of the Police Operations Bureau Commander. Additional equipment, such as scanners, CB radios and the like must be approved prior to installation or use in writing by the both the Police Operations Bureau Commander and the Fleet Maintenance manager. All such installations shall either be made or inspected and approved by the appropriate Fleet Maintenance Supervisor or his or her designee or another professional and appropriate individual approved by the Chief of Police or his or her designee.
14. If a vehicle is routinely or continuously overdue for servicing, vehicle privileges may be suspended or revoked by the Police Operations Bureau Commander.

G. Additional Provisions for Sworn Personnel

1. Employees shall advise the CDC when they are out of service. When in service, the Mobile Data Terminal will remain in an active status.
2. While in a Police or Special Use vehicle with a two-way radio communication system, employees are required to monitor the Department's two-way radio communication system

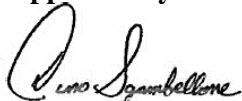
when within range, abide by the Federal Communications Commission (FCC) regulations and use the radio system for official Department business only.

3. Response to any emergency while off-duty will be consistent with Department policies and procedures.
4. When responding to a traffic crash or other emergency or when taking enforcement action, members are required to assume full responsibility for the situation until relieved by on-duty personnel.
5. While off-duty and wearing civilian attire, Officers are encouraged not to take traffic enforcement action unless it is necessary to protect life and/or property.
6. Members are restricted from using Department vehicles outside of the County except under the provisions of Department General Orders.

H. General Provisions

1. Vehicles shall be secured when parked and unattended.
2. When multiple members are assigned to attend the same school, conference or meeting, a minimum number of vehicles will be used.
3. Members will report any misconduct of another member operating a Department vehicle. The observing member shall prepare a written report documenting the facts of any misconduct involving a Department vehicle and submit the report to their Supervisor within 24-hours of the incident.
4. Use of any spare vehicles must be approved by the on-duty Shift Supervisor, or higher authority if available. Spare vehicles shall be returned as quickly as possible. Spare vehicles will not be returned to the pool with less than $\frac{3}{4}$ tank of fuel. These units will be signed out and back into in the car pool log.
5. Any damage, defect or missing equipment from either an assigned or spare vehicle, shall be reported by the operator of the vehicle in accordance with the guidelines and procedures set forth in this General Order.
6. Department vehicles are subject to inspection by all Supervisors or their designees regardless of time, day, location or assignment.
7. Smoking is not permitted in any Police or Special Use vehicle by any employee or occupant at any time.
8. Absent an emergency, the use of a cellular or other wireless telephone shall be in compliance with the County's cell phone use policy.
9. Employees shall not leave vehicles unnecessarily idling.

Approved by:



Dino Sgambellone
Chief of Police

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214 Emergency Vehicle Operations and Pursuits			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	41.2.3, 41.2.2, 41.2.3		

I. PURPOSE

The purpose of this General Order is to set forth circumstances and manner in which Officers of the Los Alamos County Police Department may engage in emergency vehicle operations and vehicle pursuits, sets responsibilities of Officers and Supervisors regarding emergency operation of Department vehicles, and establishes the Department standard for administrative review of the judgment exercised by Officers and Supervisors involved in vehicle pursuits.

II. POLICY

It is the policy of the Los Alamos County Police Department that Officers may engage in emergency operation of a Police vehicle only in accordance with applicable laws and the procedures as set forth in this General Order. Officers may engage in emergency vehicle operation ONLY:

1. While responding to an emergency call.
2. When in pursuit of a person who has committed, or is reasonably suspected by the Officer, to have committed:
 - i. A violent felony as defined in this General Order; or
 - a. Officers may initiate a high speed pursuit to apprehend a suspect who the Officer has reasonable grounds to believe poses a clear and immediate threat of death or serious injury to others or who the Officer has probable cause to believe poses a clear and immediate threat to the safety of others that is ongoing and that existed prior to the high speed pursuit. (Reference 29-20-4 NMSA 1978).
 - b. **NOTE: The violent felony or immediate, specific, and continuing threat to the public's safety used to justify a vehicle pursuit must be articulated by facts or circumstances that are known or reasonably believed PRIOR TO THE INITIATION OF THE PURSUIT. After the fact determinations of violent felonies or an immediate, specific, and continuing threat cannot be used as the basis for determining that the initiation of a vehicle pursuit is within policy guidelines.**
 - ii. Only an authorized emergency vehicle may be operated under emergency driving conditions.
 - iii. Officers shall be mindful that the operator of an emergency vehicle is never relieved of the duty to drive with due regard for the safety of all persons. Further, the driver of an emergency vehicle is not protected by law from the consequences of the reckless disregard for the safety of others.
 - iv. When engaged in emergency vehicle operations, the driver is granted exemptions from certain traffic laws as defined by statute. These exemptions shall not be used under any [214 Emergency Vehicle Operations and Pursuits](#)

circumstances other than those detailed in the Department's General Orders and state law.

3. Department vehicles shall only be operated in an emergency mode in the performance of official duties.
4. Officers responding to routine or non-emergency calls for service shall not operate the vehicle in emergency mode and comply with all traffic laws and regulations.
5. Officers operating unmarked authorized emergency vehicles may initiate pursuits. When feasible, they are encouraged to relinquish the primary and secondary positions to regularly marked Police cars unless the pursuit is off-road. (41.2.2 (d))
6. Officers shall not initiate or continue a high-speed pursuit when the immediate danger to the Officer and the public created by the high-speed pursuit exceeds the immediate danger to the public if the occupants of the motor vehicle being pursued remain at large. (Reference 29-20-4 NMSA 1978).

III. DEFINITIONS

A. **AUTHORIZED EMERGENCY VEHICLE** – AUTHORIZED EMERGENCY VEHICLES (66-7-6 NMSA 1978)

1. The driver of an authorized emergency vehicle, when responding to an emergency call or when in pursuit of an actual or suspected violator of the law or when responding to but not upon returning from a fire alarm, may exercise the privileges set forth in this Section subject to the conditions stated. The chief of the New Mexico state Police or the appropriate local Department may designate emergency vehicles and revoke the designation. When vehicles are so designated, they are authorized emergency vehicles.
2. The driver of an authorized emergency vehicle may:
 - i. park or stand, irrespective of the provisions of the Motor Vehicle Code;
 - ii. proceed past a red or stop signal or stop sign, but only after slowing down as necessary for safe operation;
 - iii. exceed the maximum speed limits so long as he does not endanger life or property; and
 - iv. disregard regulations governing direction of movement or turning in specified directions.
3. The exemptions granted to an authorized emergency vehicle apply only when the driver of the vehicle, while in motion, sounds an audible signal by bell, siren or exhaust whistle as reasonably necessary and when the vehicle is equipped with at least one lighted lamp displaying a red light visible under normal atmospheric conditions from a distance of five hundred feet to the front of the vehicle, except that an authorized emergency vehicle operated as a Police vehicle need not be equipped with or display a red light visible from in front of the vehicle.
4. This Section does not relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons nor does it protect the driver from the consequences of his reckless disregard for the safety of others.

EMERGENCY CALL – a call which requires immediate action by a Police Officer to prevent loss of life, or to reduce bodily injury where the Officer has reasonable grounds to believe that the situation poses a clear and immediate threat of death or serious injury to others; or a clear and immediate threat to the safety of others that is ongoing. Examples include:

1. An Officer in need of emergency assistance

[214 Emergency Vehicle Operations and Pursuits](#)

2. A violent felony in progress or that just occurred
3. A burglary or robbery in progress that appears to involve a threat to one or more persons
4. An ongoing Domestic Violence incident involving an assault, battery, or weapons with both parties still present
5. A fight in progress which involves weapons or multiple assailants
6. An accident with serious injuries where the presence of an Officer is urgently needed
7. A suicide attempt in progress
8. Other inherently dangerous situations whereby there is an immediate threat of bodily injury or death to one or more persons
9. Panic Alarms

Absent the criteria listed above Emergency Response shall not be done in:

1. To business/residential alarms
2. To calls where it is evident there is no immediate threat of bodily injury or death to one or more persons

EMERGENCY VEHICLE OPERATION – means the act of driving an authorized emergency vehicle with emergency lights and siren operating in response to an emergency call or during a pursuit. The driver of an authorized emergency vehicle, when responding to an emergency call or when in pursuit of an actual or suspected violator of the law or when responding to but not returning from a fire alarm, may exercise the privileges set forth in this Section subject to the conditions stated.

HIGH SPEED PURSUIT – as used in the Law Enforcement Safe Pursuit Act, “high speed pursuit” means an attempt by a Law Enforcement Officer in an authorized emergency vehicle to apprehend an occupant of a vehicle, the driver of which is actively attempting to avoid apprehension by exceeding the speed limit.

MARKED UNIT – means a Department vehicle assigned for general and routine patrol and Police service. Such vehicles shall be conspicuously marked and equipped with siren, emergency lights and radio communications.

OFFICER – means a sworn Police Officer of this Department.

PRIMARY PURSUIT VEHICLE – usually means the emergency vehicle initiating the pursuit or that assumes control of the pursuit as the lead vehicle.

PURSUIT – (in addition to “High Speed Pursuit”, defined above) means the operation of an emergency vehicle when the Officer initiates a traffic stop and the driver refuses to stop or resists any order by the Officer to stop, including an order in the form of turning on emergency lights and/or operating the siren, by increasing or decreasing speed, taking evasive action, driving in such a way as to endanger the lives and property of others, and/or otherwise indicating an attempt to flee and/or refusing to stop.

SECONDARY PURSUIT VEHICLE means the emergency vehicle that trails the primary pursuit vehicle at a safe distance, can assume the role of primary pursuit vehicle, and can assist the Officer in the primary pursuit vehicle.

SUPERVISOR – means a commissioned Officer of the rank of Sergeant or higher, or in the absence of a Supervisor or his or her designee, or in the absence or unavailability of both, the senior Officer on-duty who has the authority and responsibility of monitoring and directing Officers operating emergency vehicles in the emergency mode and involved in responding to emergency calls and/ or engaging in vehicle pursuits.

UNMARKED EMERGENCY VEHICLE – means a Department vehicle without conspicuous markings but may be equipped with siren, emergency lights and constant radio communications.

VIOLENT FELONY – means an attempted or completed felony in which the perpetrator uses aggressive physical force, including any of the following to the extent it constitutes a felony:

1. Homicide;
2. Kidnapping;
3. Assault, vehicular assault or sexual assault;
4. Robbery;
5. Arson;
6. Any crime of violence; or
7. Escape for one or more of the foregoing offenses.

IV. PROCEDURES

A. Primary Pursuit Unit will: (41.2.2 (b))

1. Immediately notify the CDC that a vehicle pursuit is underway and provide the following information:
 - i. Unit identification number.
 - ii. Location, speed and direction of travel of the fleeing vehicle.
 - iii. Descriptive information of the fleeing vehicle as it becomes known, (i.e. make/model, color, license plate, number of occupants, etc.)
 - iv. Evaluation of circumstances supporting the decision to pursue, including laws violated. (41.2.2 (a))
 - v. Initial risk factor evaluation by the primary unit.

B. Secondary Pursuit Unit will: (41.2.2 (c))

1. Immediately notify the CDC of its identity and its position as the secondary unit.
2. Assume the responsibility of communications during the pursuit, continually providing significant information to the CDC and active units. This responsibility shall not restrict the Supervisor from giving instructions and/or directions to the primary pursuit unit, the secondary pursuit unit, back-up units, or the CDC.
3. Provide a continuing risk factor evaluation to the Shift Supervisor.
4. Maintain a safe distance from the primary unit, but remain close enough to render assistance.
5. Become the primary unit, should the primary unit become disabled. (If this occurs, the Shift Supervisor will designate the new secondary unit).

C. The Shift Supervisor Will: (41.2.2 (f))

1. Have the authority to terminate a vehicle pursuit at any time he or she deems appropriate.
2. Maintain overall responsibility for the decisions concerning continuance or termination of the pursuit. The Supervisor will assert control over the pursuit by monitoring and directing specific units into or out of the vehicle pursuit; re-designating primary, secondary, and back up units, approving or ordering alternative tactics; or terminating the vehicle pursuit if appropriate.

3. Upon being notified of the vehicle pursuit, the Shift Supervisor will verify the following:
 - i. The offense for which the vehicle pursuit was initiated.
 - ii. That no more than the required number of units are involved in the vehicle pursuit.
 - iii. That proper radio channels are being utilized.
 - iv. That affected inter-jurisdictional agencies or are notified.
4. During a vehicle pursuit, the Shift Supervisor may assign active roles to support units including, but not limited to, paralleling the vehicle pursuit (on parallel roadways); assigning support personnel to potential termination locations; and/or transferring equipment or personnel as necessary. The Shift Supervisor will remain in charge of the incident until its conclusion, unless relieved by competent authority.

D. The CDC (upon notification that a vehicle pursuit is in progress) will: (41.2.2 (e))

1. Initiate emergency radio traffic and advise all other units that a vehicle pursuit is in progress, provide all relevant information to all units, including the unit numbers of the primary, secondary and support units.
2. Advise all units not involved in the vehicle pursuit to clear the radio channel of non-emergency radio traffic and to utilize other radio channels until the vehicle pursuit has been concluded.
3. Receive and record all incoming information on the fleeing vehicle.
4. Ensure that the Shift Supervisor or other competent authority is aware of the situation.
5. Perform all relevant record and motor vehicle checks as expeditiously as possible.
6. Monitor all radio communications during the vehicle pursuit and if necessary, repeat information provided by active units.
7. Coordinate and dispatch back-up assistance as directed by the Shift Supervisor.
8. Notify affected agencies when the vehicle pursuit has crossed or is likely to cross jurisdictional boundaries.
9. Continue to monitor the vehicle pursuit until it has been terminated.
10. Upon authorization by the Shift Supervisor, announce the end of emergency radio traffic and return radio traffic to normal operations.

E. OPERATIONAL TACTICS

1. Risk Assessment: Upon initiation of a vehicle pursuit, these risk factors should be taken into consideration:
 - i. Officers may initiate a high speed pursuit to apprehend a suspect who the Officer has reasonable grounds to believe poses a clear and immediate threat of death of serious injury to others or who the Officer has probable cause to believe poses a clear and immediate threat to the safety of others that is ongoing and that existed prior to the high speed pursuit. Officers may not participate in a high-speed pursuit if non-sworn persons are present in their vehicle. The Officer must, however, continue to assess the risks to public safety.

- ii. Risk Assessment Factors: When deciding whether to initiate or continue a high-speed pursuit, the following factors, at a minimum, shall be taken into consideration:
 - a. The seriousness of the offense for which the high-speed pursuit was initiated.
 - b. Whether a suspect poses a clear and immediate threat of death or serious injury to others.
 - c. Road, weather, environmental and vehicle conditions.
 - d. The volume of motor vehicle and pedestrian traffic.
 - e. Knowledge of the suspect's identity, possible destination and previous activities that may make apprehension at a later time feasible.
 - f. Frequent intersecting streets (i.e. business districts).
 - g. Blind curves, intersections, and narrow roads.
 - h. Extremely hazardous maneuvers (i.e. driving against on-coming traffic, running red lights, etc.)
 - i. Numerous Law Enforcement vehicles in pursuit.
 - j. Emotional state of Officers involved.
 - k. Existence of school zones.
 - l. Cliff edges along roadways.
- 2. Number of Vehicles in Pursuit: No more than two Law Enforcement vehicles shall become actively involved in a high-speed pursuit, unless specifically authorized by a Supervisor. The primary pursuit vehicle and the secondary pursuit vehicle will be the only vehicles to pursue a fleeing vehicle, unless a Supervisor has granted specific authorization.
- 3. Method of vehicle pursuit:
 - i. A caravan of unassigned units is prohibited. The Supervisor will ensure that only those emergency units that are necessary will actively engage in any vehicle pursuit.
 - ii. Units should use extreme caution if the suspect vehicle precedes the wrong way on a one-way street or other controlled access highway or roadway.
 - iii. At the direction of the Supervisor, back-up units may maintain a reasonable and safe following distance, otherwise they are to remain alert as to the direction and progress of the vehicle pursuit, and they may position themselves at strategic sites along the probable vehicle pursuit route, or on parallel roadways for rapid response to any emergencies that may develop.
 - iv. All initiating pursuit vehicles may relinquish the primary pursuit position to neighboring Law Enforcement units (i.e. County Sheriff's, Tribal Police, BIA Police, New Mexico State Police, etc.) when crossing into their jurisdiction.
 - v. All units should terminate the vehicle pursuit when radio communication with the CDC or with their immediate Supervisor is lost.
 - vi. If a pursuit enters or if it appears that it might enter Los Alamos National Laboratory (L.A.N.L.) property, the Shift Supervisor will be notified. The Shift Supervisor will then direct the CDC to notify L.A.N.L. security.
- 4. Alternatives to Pursuit: The following alternatives to pursuit may be considered or limited as follows:
 - a. The use of Department approved vehicle-disabling devices, commonly known as "Stop Stick" or "Stinger" is encouraged as a means of terminating vehicle pursuits. Use of such devices is not considered deadly force and will be implemented according to Department training. (41.2.3 (b))
 - b. Deployment of a vehicle-disabling device is at the discretion of any Officer who can safely deploy the device. However, the deploying Officer must coordinate such deployment through his or her Shift Supervisor.

- c. Vehicle disabling devices such as stop sticks, will only be deployed by personnel who have been appropriately trained on the proper use of such equipment. (41.2.3 (c))
- d. Vehicle disabling devices shall not be deployed to terminate motorcycle vehicle pursuits.
- e. Use of “rolling” or stationary roadblocks is not authorized for vehicle pursuits unless for the immediate preservation of life (41.2.3 (a))
- f. An Officer shall not discharge his or her firearm at or from a moving vehicle unless an occupant of the fleeing vehicle is using deadly force against him or her or another person. Discharging of a firearm by an Officer is considered deadly force and the actions of the offending driver or passenger(s) must rise to that level of force.
- g. A written report and administrative review will occur after each implementation of a “Stop Stick”. (41.2.3 (e))
- h. Supervisors will ensure each use of stop sticks is according to implementation training, is communicated to all units, and reviewed after each use. (41.2.3 (d))

F. TERMINATION OF VEHICLE PURSUIT (41.2.2 (g))

1. Primary, secondary and support units shall discontinue vehicle pursuit when circumstances dictate a vehicle pursuit is not justified, or if the pursuit becomes an unreasonable danger to public safety. A vehicle pursuit should also be terminated when:
 - i. In the opinion of the Officer or the Shift Supervisor, the level of danger outweighs the necessity of the vehicle pursuit.
 - ii. The suspect’s identity has been established to the point that later apprehension can be accomplished and the suspect does not pose an imminent threat to the public at large.
 - iii. The distance between the Officer and the fleeing vehicle is so great it becomes obvious that pursuit is unlikely to succeed.
 - iv. Police equipment failure makes it impractical or unsafe to continue.
 - v. Loss of radio contact or communications with the CDC and/or Shift Supervisor.
 - vi. The Officer engaged in the vehicle pursuit has a reasonable belief that the person the Officer is attempting to apprehend no longer poses an immediate danger to the public.
2. The termination of a pursuit should be radioed to all units, the CDC, and the Supervisor. Lights and sirens should be turned off, and a reduction in speed should occur as termination is communicated.
3. The termination of a pursuit does not prohibit the following of a vehicle without excessive speed, or remaining in an area in an effort to apprehend the suspect if the opportunity and conditions permit.
4. Upon termination of any vehicle pursuit, the involved Officer(s) and their immediate Supervisor will inspect all involved Department vehicles for damage. If any damage that may affect the operational components of the vehicle(s) is evident or suspected, the vehicle(s) should be taken out of service until cleared for service by Fleet Maintenance.

G. INTER-JURISDICTIONAL VEHICLE PURSUIT (41.2.2 (h))

1. Outbound Vehicle pursuits
 - i. If it becomes apparent that a vehicle pursuit will continue outside of Los Alamos County and into the jurisdiction of another Department, the CDC will inform the affected

Department that a vehicle pursuit is traveling in their direction and request their assistance. Such notification should include:

- a. Vehicle description and direction of travel.
 - b. Nature of offense/reason for vehicle pursuit.
 - c. Any special conditions or considerations.
 - d. Number of suspects in the fleeing vehicle.
 - e. Number of units currently involved.
- ii. If the Department having jurisdiction over the area (federal, county, city, pueblo etc.) that the vehicle pursuit has entered, requests that the primary unit discontinue the vehicle pursuit in view of public safety concerns, the primary unit and Shift Supervisor will honor that request and immediately terminate the vehicle pursuit.
 - iii. Officers involved in a vehicle pursuit that continues beyond the jurisdictional limits of Los Alamos County will adhere to the policies established by the Los Alamos County Police Department.
2. Inbound vehicle pursuits (vehicle pursuits entering Los Alamos County).
- i. Officers shall not become involved in another Department's vehicle pursuit unless clearly and specifically directed by the Shift Supervisor.
 - ii. Assistance with, or involvement in vehicle pursuits originating outside of Los Alamos County that enter Los Alamos County, must meet the same criteria established for motor vehicle pursuits that originate in Los Alamos County. If the Los Alamos County Police Department Motor Vehicle Pursuit Policy criteria is not met, Los Alamos Police Department Officers shall not involve themselves in the vehicle pursuit and may request that the apprehending Department terminate the vehicle pursuit due to public safety considerations, based upon existing conditions.
 - iii. The decision to grant assistance to the requesting Department shall be that of the Shift Supervisor.
 - iv. If the decision is made to not actively assist the other Department in the pursuit, the other Department will be made aware of this decision.
 - v. Los Alamos Police Department units may be directed to take up observation positions, or make efforts to secure areas (such as intersections) along the expected route of the pursuit.

H. REPORTING (41.2.2 (i))

1. A debrief involving all pursuit participants will be conducted prior to the end of the shift and a report will be completed after every vehicle pursuit. The report will be submitted by the primary Officer conducting the vehicle pursuit. The primary Officer or Shift Supervisor may request (at their discretion) supplemental reports from other Officers that were involved in the pursuit. All reports will be completed by the end of the Officer(s) tour of duty.
2. The Shift Supervisor will prepare an overview supplemental report of the vehicle pursuit incident and forward the information via the chain of command to the Chief of Police and the EVOC instructor. This overview supplemental report (in conjunction with the originating Officer's report) shall at a minimum contain the following information:
 - i. Name(s) of initiating and assisting Officers, and Supervisors involved.

- ii. Reason for the vehicle pursuit.
 - iii. Time and place of origin.
 - iv. Route of travel.
 - v. Length of vehicle pursuit.
 - vi. Point of termination.
 - vii. Suspect's name(s), if apprehended.
 - viii. Injuries and/or property damage that occurred as a result of the vehicle pursuit.
 - ix. Weather conditions.
 - x. A determination as to whether the event followed guidelines of this Motor Vehicle Pursuit General Order.
3. A documented analysis will be conducted annually of all vehicle pursuits' reports to determine any patterns, trends, indications for training, or necessary revisions to this general order. An annual review of pursuit policies and reporting procedures will be conducted by the EVOC instructor. (41.2.2 (j)(k))

Approved by:



Dino Sgambellone
Chief of Police

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215 ATV and Mountain Bike Operations			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	41.1.3		

I. PURPOSE

The purpose of this General Order is to establish guidelines for the proper operation and maintenance of the Los Alamos County Police Department's All-Terrain-Vehicles (ATVs) and mountain bikes their use in off-road operations.

II. POLICY

It is the policy of the Los Alamos County Police Department to employ the use of ATVs and Mountain Bikes throughout the year to provide Law Enforcement services on the trails within the County, for special Police operations, and community events. It is Department policy that safety fundamentals be adhered to at all times.

III. DEFINITIONS

FLEET MAINTENANCE FACILITY – means the County's Fleet Maintenance Facility.

IV. PROCEDURES

A. Authorized Use of ATVs

- Only those sworn Officers of the Department who have successfully completed the minimum requirements set forth in this General Order are authorized to operate the ATVs while on-duty. (41.1.3 (a))

B. Responsibilities (41.1.3 (a))

- Officers shall not pursue any vehicle, including other ATVs, while operating a Department ATV.
- In case of emergency, the ATV Patrol Officer shall make use of the emergency red and blue lights on the ATV.
- ATV Officers shall comply with all applicable Department policies, state statutes and rules governing the use and operation of Police vehicles.
- ATV Patrol Officers shall operate the vehicle in a safe and responsible manner at all times. The ATV will be operated only at a speed that is reasonable and prudent with regard to the specific terrain they are patrolling and with routine patrol observation techniques. The vehicle's headlights and taillights shall be on while the vehicle is in motion.
- The ATV Patrol Officer shall be responsible for the enforcement of all motor vehicle and criminal laws as well as the ordinances of the County. He or she will be responsible for specialized patrols and assignments as determined by the Chief of Police. Such assignments include, but are not limited to:

- i. Enforcing all County Ordinances.
- ii. Maintaining communications with the Consolidated Dispatch Center (CDC).
- iii. Performing directed patrols as required.
- iv. Serving as a first responder when assigned where the terrain dictates a more expeditious response to an emergency situation.
- v. Performing search and rescue operations as needed.
- vi. Assisting at special operations and events.

C. Pre-Ride Inspection/Start-up procedures

- 1. Prior to use, operators shall complete the manufacturer's recommended pre-ride inspection of the vehicle.
- 2. The vehicle shall not be utilized if it is mechanically unsafe.

D. Uniforms and Equipment (41.1.3 (d))

- 1. When off road or conducting operations at high speeds; a helmet, approved by the Police Operations Bureau Commander, shall be worn at all times while operating an ATV. The helmet shall be of commercial grade, designed for long-term wear and provide protection and comfort for the rider.
- 2. Eye protection shall be worn at all times while the ATV is in motion.
- 3. Gloves must be worn at all times while the ATV is in motion. Police duty gloves, heavy-duty work gloves, or winter gloves may be worn, depending on the specific duties and the weather.

E. Minimum Qualifications (41.1.3 (b))

- 1. Attend and successfully complete required ATV Training as determined by the Chief of Police. Additionally, a motorcycle endorsement on a driver's license or driver's course may be considered training.
- 2. Meet such other requirements as may be set by the Chief of Police.

F. Vehicle Maintenance (41.1.3 (C))

- 1. Officers who utilize Department ATVs shall monitor the vehicles' condition and report any damage or malfunction to the Shift Supervisor and Department Fleet Manager.
- 2. Maintenance of vehicles shall be conducted by the Los Alamos County Fleet Maintenance as per their instructions. It is the responsibility of the Staff Services Commander to assure that vehicles are taken to be serviced as scheduled and any maintenance issues be promptly brought to the attention of the Department Fleet Manager.
- 3. Post-ride cleaning of the vehicle should be performed if it will not be used for several days. It is important to note that the storage compartment is NOT water proof. Care should be taken to ensure that water does not affect the contents of the compartment, either as a result of washing or riding the vehicle in wet conditions.

G. Riding Procedures

1. ATV patrols are expected to cover all trails in the County, especially areas of special concern (i.e., vandalism, trespassing, illegal drinking and drug use, parties, campfires, etc.).
2. Patrol Officers, while operating an ATV, shall keep the CDC advised of their locations.
3. The focus of ATV patrols is positive relations with the public.

H. Winch Operations

1. Each ATV is equipped with a winch. Only those Officers trained in the use of the winch shall operate this piece of equipment.
2. Winches shall only be operated in accordance with the Owner's manual for the winches and in accordance with the manufacturer's recommendations.
3. The manual for the winches shall be kept in the compartment under the seat of the ATV.
4. Any malfunction or damage to the winch shall be reported to the Officer's Shift Supervisor before the end of that shift.
5. The ATV with the winch that is malfunctioning or that is damaged, shall be taken to the County's Fleet Maintenance Facility or other location for repair or replacement as they or the Police Operations Bureau Commander may direct. Such transport for repairs shall be completed as soon as possible.

I. Towing of the ATVs

1. The ATVs are mounted on a trailer for easy transport to the location(s) where they shall be used. Only vehicles designed, equipped and approved by the Police Operations Bureau Commander shall be used to pull the trailer.
2. The ATVs have been assigned a specific and secure storage location. They shall not be removed from that location without the prior approval of the on-duty Shift Supervisor and then only to accomplish an approved Law Enforcement purpose.
3. If only one of the ATVs is to be used, the other shall be removed from the trailer and left at the secured storage facility.
4. Upon arrival at the destination where the ATV is to be utilized, the trailer shall be safely parked and secured from theft while the ATV is on patrol or conducting an assignment.
5. Upon completion of use, the ATVs shall be prepared for their next assignment and returned to, and safely stored in, the secured storage facility.
6. If upon inspection prior to use, or subsequent to operation, any damage, malfunction, missing or defective equipment is detected, such shall be immediately reported to the Officer's Shift Supervisor and all necessary paperwork shall be completed before the end of shift. As may be directed, the ATV shall be transported to the Fleet Services Facility or other designated and approved location as soon as possible for repairs.

J. ATV Inspections

1. The ATVs, their equipment and their trailer shall be inspected not less than once a quarter by the Police Operations Bureau Commander. They shall inspect the vehicles for any damage, defective or inoperable equipment, unsafe conditions, any signs of misuse or abuse and any unreported damage.

K. Mountain Bikes

1. Interested Officers will be given the opportunity, to become part of the Bicycle Patrol Program. In the month of February Officers may submit a request to join the team. The Team Leader will determine the selection process.
2. The Los Alamos Police Department will provide new bike Officers appropriate training on the mountain bikes.
3. General Guidelines:
 - i. Officers will at all times while on bicycle patrol will wear their authorized bicycle uniforms with reflective insignia.
 - ii. Authorized bicycle helmets will be worn at all times during bicycle patrol.
 - iii. Officers will conduct a safety check of their mountain bikes prior to going on bicycle patrol. This will include but is not limited to:
 - a. General condition of the mountain bike.
 - b. Proper functioning of the bicycle brakes.
 - iv. Officers will avoid making traffic stops on a bicycle unless exigent circumstances exist. Information will be relayed to the CDC who will in turn dispatch the closest patrol unit.
 - v. Officers will be required to patrol at least two hours per shift rotation between the months of March and September. Bike patrol during winter months will be at the discretion of the Officers.
 - vi. Bike uniforms will only be worn on days when the Officer conducts bike patrol.

Approved by:



Dino Sgambellone
Chief of Police

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216 Vehicle Towing and Impounding			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	61.4.3		

I. PURPOSE

The purpose of this General Order is to establish standards for the removal of vehicles when they are illegally parked, abandoned, inoperable, recovered stolen vehicles, vehicles of arrested persons, evidentiary impounds, or motorist requests; and, to promote cooperation between the Los Alamos County Police Department and other Law Enforcement agencies.

II. POLICY

It is the policy of the Los Alamos Police Department to ensure that vehicles are towed and removed from the roadways in accordance with state and local law and for purposes of public safety.

III. DEFINITIONS

ABANDONED VEHICLE

1. "abandoned vehicle" means a vehicle or motor vehicle that has been determined by a New Mexico Law Enforcement Department:
2. to have been left unattended on either public or private property for at least thirty days;
3. not to have been reported stolen;
4. not to have been claimed by any person asserting ownership; and
5. not to have been shown by normal record-checking procedures to be owned by any person;

ABANDONED VEHICLE (According to County Ordinance) a vehicle is abandoned if:

1. The vehicle is parked on or along any street, alley or public way and the vehicle displays no current license plate; or
2. The vehicle is parked on or along any street, alley or public way in the same place for a period of 72 hours without a valid Police sticker.

OWNER – means the registered owner or designee.

INVENTORY SEARCH OF VEHICLE - means when a vehicle comes into the possession of this Department for an arrest of the driver, or the vehicle is abandoned, or an Officer is otherwise authorized to tow a vehicle, an inventory search of the vehicle be conducted.

DRIVER – means very person who drives or is in actual physical control of a motor vehicle, including a motorcycle, upon a highway, who is exercising control over or steering a vehicle being towed by a motor vehicle or who operates or is in actual physical control of an off-highway motor vehicle.

MOTOR VEHICLE – Every vehicle that is self-propelled and every vehicle that is propelled by electric power obtained from batteries or from overhead trolley wires, but not operated upon rails; but for the purposes of the Mandatory Financial Responsibility, "motor vehicle" does not include "special mobile equipment".

IV. PROCEDURES

A. Recovered Stolen Vehicles

1. Los Alamos Police Department Authority.
 - i. When a vehicle is reported stolen within Los Alamos County and then recovered within the limits of Los Alamos County, Los Alamos Police Department personnel will respond as soon as possible and will process the vehicle for evidence and tow the vehicle through the use of a rotation towing service, towing service of the owner's request, or release the vehicle to the owner.
 - ii. When a vehicle is reported stolen within a jurisdiction outside of Los Alamos County and is recovered within Los Alamos County, Los Alamos Police Department personnel will respond. Contact will be made with originating Department to determine if the vehicle should be processed and/or released.
 - iii. When a vehicle is reported stolen within Los Alamos County and a report is prepared by the Los Alamos Police Department, and the vehicle is recovered in another jurisdiction, the recovering Department will follow their procedure for the recovery of the stolen vehicle. Whenever the CDC is notified via teletype of a recovered stolen vehicle, they will notify the on duty Shift Supervisor and/or the Investigations Unit of the recovery. The on duty Shift Supervisor will contact the recovering Department and ensure a supplemental report is completed.

B. Forms and Notifications for Recovered Vehicles

1. When a vehicle is recovered within Los Alamos County, the Officer will prepare a "Vehicle Towing Authorization and Inventory" sheet, and arrange for a rotation towing service to take charge of the vehicle. The Officer will also attempt to notify the owner of the recovery. Whenever the vehicle owner is not notified, or does not respond to the scene to take custody the vehicle, a notification will be prepared and delivered.
2. The "Vehicle Towing Authorization and Inventory" sheet and will be attached as enclosures in the vehicle recovery case report. When the original case was initiated by the Los Alamos Police Department, the Officer will request the CDC to make the appropriate cancellations in NMCIC/NCIC and cancellation of the BOLO.
3. When the original case was initiated by any other Law Enforcement Department the Officer will request that the CDC notify that Department by teletype of the recovery, and the responsibility for cancellations (NMCIC/NCIC, BOLO etc.) lies with that original reporting Department.

C. Processing of Recovered Stolen Vehicles

1. All Los Alamos Police Department personnel will notify the Investigations Unit when a stolen vehicle is recovered.
2. When a vehicle is reported stolen by the Los Alamos Police Department and recovered by the Los Alamos Police Department, the Officer and/or the Investigations Unit will process the vehicle for latent fingerprints and other relevant evidence.
3. When a vehicle is reported stolen by another jurisdiction and recovered by the Los Alamos Police Department, the Officer and or the Investigations Unit, upon request of the originating

Department will process the vehicle. The originating Department is responsible for canceling the entry in NMCIC/NCIC.

4. Whenever a vehicle reported stolen by the Los Alamos Police Department is recovered by any Department outside of Los Alamos County, the CDC will request the recovering Department handle the recovery according to their policy. The CDC will notify the on duty Shift Supervisor and he or she will insure that the necessary reports are completed.

D. Towing of Recovered Stolen Vehicles

1. Whenever an Officer recovers a stolen vehicle and requires a wrecker, the Officer will request that a rotation wrecker be dispatched to the scene.

E. Disposition of Property Found in Recovered Stolen Vehicle

1. Whenever evidence is located with the recovered stolen vehicle the Officer will handle this as he or she would any other evidence, by preparing an evidence sheet and placing the evidence in a designated secure evidence storage area. The recovery and storage of the evidence will be noted in the case report or supplemental report.
2. Vehicle Registration Plates
 - i. Registration plates that are not assigned to the recovered vehicle and are not reported stolen will be removed and placed in evidence.
 - ii. If they are reported stolen by another Department, the Officer will prepare a separate case report for the recovery and make the appropriate notifications. That Department is responsible for the cancellation of entry in NMCIC/NCIC.
 - iii. Registration plates that are not assigned to the recovered vehicle and are reported stolen by this Department will be placed in evidence. The Officer will prepare a supplemental report to the case related to the stolen registration plate and make the appropriate notifications. The CDC will remove the registration plate entry from NMCIC/NCIC.

F. Vehicles will be towed when:

1. The vehicle obstructs traffic, and based on exigent safety concerns must be removed to protect the public from harm. In these situations, the Officer will check with the Shift Supervisor prior to towing the vehicle. Vehicles shall be impounded if no other means of removing the hazard are available.
2. The vehicle has been stolen or abandoned
3. The vehicle has been vandalized or involved in an accident, causing damage to the vehicle to the extent that it is inoperable.
4. The vehicle/driver is in violation of traffic codes whereby it would be illegal and improper to allow the vehicle to be driven or operated.
5. The vehicle is in the Department's custody and is needed for evidence processing due to a hit-and-run accident or other criminal investigations.
6. The driver has been incapacitated, hospitalized, arrested or taken into custody; or when the vehicle cannot be released to a responsible party.

7. The vehicle displays either the wrong registration plate or a stolen registration plate or ownership cannot otherwise be established.
8. When circumstances exist where the vehicle was used in the commission of a felony and forfeiture proceedings will be initiated on said vehicle.
9. Any time a vehicle is towed/impounded, the Officer handling the incident shall complete the applicable report, along with the "Vehicle Towing Authorization and Inventory" sheet, so there will be a record of the impoundment.

G. A written report will be submitted when:

1. A vehicle is towed or removed at the direction of an Officer and the report will reflect the time, date, location, requesting Officer, reason for removal or tow, the towing service or wrecking company used, the towed location of the vehicle and any attempts made to contact the registered owner when the situation deems necessary. The report will serve as a record of the tow. (61.4.3 (c))
2. Exigent circumstances may exist which would prohibit notifying the owner(s) of a vehicle as to the location of their vehicle. Those incidents will be handled on a case-by-case basis. In those situations, the assigned Officer or Detective and Communications personnel will be notified so they may contact, or attempt to contact, the owner and make the necessary notification.

H. Tow/Wrecker Log

1. The CDC will be notified in every case where a vehicle is towed and/or impounded. This will include owner/operator requests.
2. The CDC will maintain a Tow/Wrecker Log of all towed and/or impounded vehicles to include the location of the vehicle and contact information.
3. An audit, not to exceed 30 days, will be conducted on all external holds.

I. Authority to release (on site) a vehicle, upon request of the owner/driver, to a third party.

1. An Officer may decide to release a vehicle to a third party based upon the following criteria; after having consulted with his or her immediate Supervisor who, when possible, will act as a witness.
2. The Officer may release a vehicle to a third party upon insuring that:
 - i. The driver of the vehicle is in legal possession of the vehicle by examination of the vehicle registration, title, vehicle registration inquiry, N.C.I.C. inquiry, etc.
 - ii. The "WRITTEN CONSENT TO RELEASE VEHICLE" form was filled out and signed by the owner/driver in order to transfer the custody of the vehicle to a third party (thereby releasing the Department and Officer(s) from liability for the release of the vehicle).
 - iii. The third party accepts responsibility for the vehicle by filling out the section of the "WRITTEN CONSENT TO RELEASE VEHICLE" form giving his or her name, address, date of birth, driver's license information and phone number(s).
 - iv. The third party signed the statement on the "WRITTEN CONSENT TO RELEASE VEHICLE" form accepting responsibility for the vehicle.

- v. If a wrecker has already been called, release will be between the wrecker and concerned parties.

J. Towing Police Vehicles

1. If a Police vehicle is wrecked or disabled and it is necessary to tow the vehicle, the County Transportation Department will be notified so that arrangements can be made to tow the vehicle.
2. If Transportation Department is unavailable; the next wrecker on rotation will be called.

K. Authority to remove or relocate illegally parked/stopped/unattended vehicles

1. Abandoned vehicles on public/county property. Prior to towing any vehicle on public or county property, the following steps are required: (61.4.3 (a))
 - i. The Officer will make a stolen vehicle inquiry giving the communications Dispatcher the VIN and license number. The Officer will also attempt to contact the owner.
 - ii. The Officer will determine whether or not the vehicle is violating parking restrictions. The Officer will determine if the vehicle is obstructing traffic, private or public driveway(s), or is a hazard to other motorists.
 - iii. State and Local laws concerning the identification of abandoned vehicles will be followed prior to having any motor vehicle removed.
 - iv. If the owner cannot be located, and the vehicle is not causing a safety hazard, a registered letter will be sent to the last known owner of the vehicle as verified by a registration check through the New Mexico Department of Motor Vehicles within 48 hours. After a thirty (30) day waiting period, if the vehicle has not been removed, it will be deemed abandoned and will then be towed. Once the vehicle is impounded, another registered letter will be sent notifying the owner of the location of his or her vehicle. Officers should make diligent attempts to contact the owner prior to the removal of the vehicle. Once the owner is located, a supplemental report will be submitted. The registration inquiry and a copy of the registered letter (s) will be retained and become part of the official Police report.
2. Abandoned vehicles on private property. Vehicles abandoned on private property will not be towed unless they are needed for evidentiary purposes involving a criminal offense or they are being confiscated subject to forfeiture proceedings. A Shift Supervisor will authorize all such impoundments. (61.4.3 (b))

L. Procedures for Towing Vehicles

1. Requests for wrecker services will be restricted to the wrecker on call in accordance with the wrecker rotation schedule. This does not preclude vehicle owners or operators from requesting a specific wrecker company or tow truck operator.
2. Officers will verbally inform vehicle owners or operators of their right to request a specific wrecker company or tow truck operator.
3. Under no circumstance will any Officer, member or employee of the Los Alamos Police Department recommend or suggest to the owner or operator of a vehicle being towed, that they should utilize any specific wrecker company or tow truck service.

4. No Officer, member or employee of the Los Alamos Police Department will, by virtue of his or her employment or service in an official capacity, accept any consideration or gratuity from any wrecker company or tow truck service or its employees.
5. Officers, prior to authorizing the towing of a vehicle, will contact their respective on-duty Shift Supervisor and brief him or her as to the circumstances requiring the towing of a vehicle. The only exceptions to this rule are:
 - i. When the vehicle is being impounded due to an accident or arrest.
 - ii. The vehicle is being towed at the request of the vehicle owner or operator.

M. Vehicles Towed for Evidentiary Purposes.

1. In those cases, that require a vehicle be processed for physical evidence, personnel shall take the necessary steps to process that vehicle at the scene, whenever practical.
2. When vehicles belonging to victims or crime suspects must be towed, the following procedures apply:
 - i. A Police hold may be initiated authorizing a hold on a vehicle. A vehicle hold will be accomplished by utilizing the “Vehicle Towing Authorization and Inventory” sheet. The Officer will check the bold “HOLD” section of the sheet. The Officer and the wrecker driver will then sign the hold section of the sheet. Prior to placing a vehicle on hold, the Officer is required to obtain approval from a Shift Supervisor.
 - ii. When the impounded vehicle is held in evidence or must be held for evidentiary examination, the vehicle will be towed to the Department’s secured impound lot or to a Department approved, secured impound lot.
 - iii. The vehicle will be secured against unauthorized entry and contamination:
 - a. The Investigations Unit will be notified, if necessary.
 - b. Evidence seals will be affixed to the vehicles doors, windows, engine compartment and trunk compartment.
 - c. An evidence sheet will be filled out for the impounded vehicle and its keys shall be turned over to the property custodian or designee. A copy of the “Vehicle Towing Authorization and Inventory” sheet will be given to the Office of the Chief of Police for accounting purposes and for tow company payment (if applicable).
 - iv. Any vehicle having a Police hold placed on it by the investigating Officer, for reasons other than evidence or forfeiture, shall be towed to the Los Alamos Police Department impound lot or to a Department approved secured impound lot. The “Hold” status will be entered into the Tow/Wrecker Log that is maintained by the CDC. A Shift Supervisor must also authorize the hold.
 - a. The officer placing the hold or investigating the case is responsible for releasing the hold, with Supervisor approval, once the vehicle is no longer needed. The CDC will be notified that the hold has been removed.
 - b. If the vehicle needs to be released from the “Hold” status due to exigent circumstances, and the Officer who authorized the tow and placed the hold cannot

be contacted to release the vehicle, the vehicle may be released by a Supervisor in the investigating Officer's chain of command.

3. The gates to the Los Alamos Police Department impound lot are to be locked at all times. Under no circumstances are they to be left unlocked or open.

N. Inventory Search of Vehicle

1. All vehicles impounded, towed or seized by the Los Alamos Police Department must be searched and inventoried. Inventory searches are primarily conducted to preserve an accurate description of all items located within the vehicle. The list of property located during the inventory search will be available for the Department and the owner of the vehicle, to confirm that all property within the vehicle is accounted for at the time of the seizure.
2. Whenever possible, inventory searches will be conducted prior to the vehicle being removed from the scene. In the event that an inventory is not possible at the scene, the inventory search will be conducted at the earliest possible time after the vehicle has been delivered to the impound location.
3. Inventory searches will be conducted as follows:
 - i. A complete search of the vehicle will be initiated and all valuable items located during the search will be listed on the Los Alamos Police Department "Vehicle Towing Authorization and Inventory" sheet.
 - ii. Whenever practical, the property will remain with the vehicle.
 - iii. Any evidentiary weapons, contraband or other evidence items located during the inventory search, will be seized and placed into evidence. The Officer seizing the items will complete an evidence sheet.
4. In the case of an arrest, a property receipt will be given to the arrestee for items that are not left with the vehicle such as non-evidentiary firearms, money, expensive jewelry, etc.
 - i. Non-evidentiary firearms, money, expensive jewelry, etc. will be entered as safekeeping property and turned over to the evidence custodian as described in General Order 225.
5. Upon completion of an inventory search, the Officer will prepare the following documents:
 - i. Vehicle Towing Authorization and Inventory sheet.
 - ii. The appropriate report(s).
 - iii. Property receipt (if applicable).
 - iv. Evidence sheet (if applicable)
 - v. Arrest reports (if applicable).
6. A copy of the Vehicle Towing Authorization and Inventory will be provided to:
 - i. Owner/operator of the vehicle (if available).
 - ii. Towing/Wrecker company driver.
 - iii. The crash report, case report, supplemental report, or information report.
 - iv. The CDC (if requested).

O. On-call Wrecker Rotation

1. The CDC will maintain a log of local tow/wrecker services that have agreed to be on the Los Alamos Police Department wrecker rotation.
2. Tow/wrecker services must meet the following criteria to maintain their on call status with the Department:
 - i. Be able to respond to any location in Los Alamos County within a maximum of forty-five (45) minutes from the time that they are called.
 - ii. Maintain a 24-hour contact phone (not a pager).
 - iii. Accept responsibility and liability for all vehicles and their contents that the company tows, stores and impounds.
 - iv. Tow/wrecker service must provide current certificates of insurance, vehicle inspection reports, and brake inspector qualifications yearly.
3. Communication Center personnel will call out tow/wrecker services in the order that they appear on the on call list and continue to rotate through the list so that all companies on the list “take turns” fairly.
 - i. If a tow/wrecker service does not answer the phone upon the initial call, the next service on the list will be called and so on.
 - ii. If the tow/wrecker service does answer the phone but will not be able to respond within the required forty-five (45) minutes, the next service on the list will be called.
4. The CDC will maintain an up to date log of tow/wrecker services that do not meet call out criteria.
 - i. Tow/wrecker services that do not respond to call outs (for any reason) five (5) or more times within two consecutive calendar months, will be dropped from the on call rotation until assurances can be made that the service will respond properly to call outs.
 - ii. The CDC Manager will advise the tow/wrecker service (in writing) that they have been removed from the call out rotation.
5. The CDC will maintain annual inspection and insurance records of each tow company being utilized. Failure to provide such documentation may result in removal from the rotation.

Approved by:



Dino Sgambellone
Chief of Police

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217 Foot Pursuit			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:			

I. PURPOSE

The purpose of this policy is to secure a balance between protecting the lives of our Officers, the public and upholding our duty to enforce the law and apprehend violators.

II. POLICY

It is the policy of the Los Alamos County Police Department that Officers may engage in foot pursuit operations in accordance with applicable laws and the procedures as set forth in this General Order.

III. DEFINITIONS

FOOT PURSUIT - means to the physical attempt by an Officer, without the aid of a vehicle or other motorized device, to detain, arrest, or otherwise take physical custody of an individual who attempts to flee on foot.

VIOLATOR - Includes any individual who a Police Officer reasonable believes has committed an offense or poses an immediate threat to the safety of the public or other Officers.

TEAM CONCEPT - Describes the practice of having two or more Officer's work together during a foot pursuit. The Officers work in unison via direct or indirect communication to coordinate their efforts, remain aware of the location of Officers and suspects, and keep abreast of the status of the pursuit.

IV. PROCEDURES

- A. The Los Alamos Police Department recognizes our Officers have the authority to attempt to stop any individual suspected of committing any criminal offense, violation, or traffic infraction. Pursuing Officers will base their decisions on whether to pursue a fleeing suspect on the degree of risk to themselves or others.

B. Risk factors to be consider:

1. Whether the suspect is armed;
2. How serious is the suspect's offense i.e. does he or she pose a serious threat to the community if allowed to escape;
3. Officer acting alone
4. Backup Officers availability in a timely manner
5. Number of suspects being pursued
6. Officer's physical condition
7. Location:
 - i. Nature of area -- (i.e. residential, commercial, roadway) which impacts the safety of all those who may be affected by the foot pursuit.
 - ii. Conditions of structures: abandoned and condemned.
 - iii. Environmental factors: weather conditions, trails, canyons, or darkness.

- iv. Area of pursuit is hostile to Law Enforcement personnel.
- 8. Ability to apprehend the subject at a later time. i.e. identity is known
- 9. Communications Issues:
 - i. Officer familiarity with location-able to identify subject's location with accuracy during pursuit.
 - ii. Radio frequency and coverage -- Is Officer in area where radio coverage may fail.

C. Officers should not conduct foot pursuits:

- 1. Into vacant or occupied buildings, structures, confined spaces, or wooded/ isolated locations without using the team concept or without Supervisory authorization, except in the event of extreme urgency, such as the immediate threat to the safety of the general public or other Officers;
- 2. If they believe that the danger to pursuing Officers or the public outweighs the necessity for immediate apprehension;
- 3. If they get disarmed or lose possession of their service weapons;
- 4. If they lose visual contact with the violator and become unsure of the suspect's where about or continued direction of travel;
- 5. If they lose contact with their fellow Officers or the communication center;
- 6. If directed by their immediate Supervisor.

D. Pursuing Officer Responsibilities:

- 1. The decision to initiate or continue a foot pursuit requires weighing the need to apprehend the suspect against the degree of risk to which the Officer and others who are exposed to as a result of the pursuit.
- 2. Once an Officer decides to engage in a foot pursuit, the Officer must immediately relay the following information to communications:
 - i. Officer identifier
 - ii. Location (continuing responsibility)
 - iii. Direction of travel
 - iv. Description of suspect
 - v. Whether suspect is armed
 - vi. Reason for foot pursuit
 - vii. Coordinating with other Officers to establish perimeter for containment.
- 3. Officers should always wait for backup if they believe that the suspect is armed or extremely dangerous.
- 4. The primary Officer should maintain sufficient tactical gap between himself or herself and the suspect to allow time for maintaining cover and allow for the arrival of backup Officers before engagement.
- 5. If other Officers are on the scene or arrive shortly afterward, primary Officer or Supervisor should communicate with them to set up a perimeter in the area to contain the violator.

6. If a Supervisor is not on duty, the primary Officer should have communication center contact and apprise the on-call Supervisor as soon as possible.
7. Pursuing Officer should always ensure that suspects who flee from vehicles do not have accomplices in the car that may attack from behind.
8. Officers should always take their vehicle keys with them to avoid having suspects return to the scene and flee in Police units.
9. Officers should always try to follow the same general path as the suspects so that the Officers will discover any hidden obstacles - such as clotheslines, wire, cables, holes, and sprinkler heads, etc.
10. Officers should always remain cautious, in control and alert for additional threats and other changes in the situation.

E. Supervisor's Responsibility:

1. Monitor the pursuit and direct available resources to provide for the swift and safe apprehension of the suspect.
2. Terminate any foot pursuit where the risk to the Officer, the public, or the suspect outweighs the need for the foot pursuit.
3. Consider the use of specialized units/personnel to aid in the apprehension i.e. canine, SWAT following containment etc. In the absence of a Supervisor, this consideration should be undertaken by involved Officers.

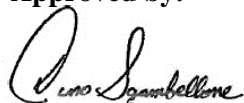
F. CDC Responsibility:

1. Maintain open communications with involved Officer.
2. Notify a Supervisor and provide relevant information (without compromising ability of involved Officer in communicating ongoing information).
3. Consider public notification to include affected businesses, schools, and neighborhoods.

G. Incident Review:

1. At the conclusion of a foot pursuit as defined by this policy, Officers shall complete a pursuit review and submit it to their immediately Supervisor along with all supporting documentation.
2. The immediate Supervisor will forward the Officer's report with supporting documentation and his or her review through the chain of command to the Chief of Police for review.

Approved by:



Dino Sgambellone
Chief of Police

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218 Weapons			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	1.2.2, 1.3.6, 1.3.9, 1.3.10, 1.3.11, 1.3.12		

I. PURPOSE

The purpose of this General Order is to establish guidelines for the issuance, carrying and use of weapons by sworn full-time and Reserve Police Officers, of the Los Alamos County Police Department (See also General Order 219 – Response to Resistance).

II. POLICY

It is the policy of the Los Alamos County Police Department that weapons are authorized for on-duty sworn Police and Reserve Police Officers and specially designated personnel ONLY. Further:

1. The weapon(s) to be carried meet the requirements set forth in this policy.
2. The individual Officers have met all New Mexico requirements for certification as a Law Enforcement Officer as set forth in State Statutes and/or as established by the Chief of Police;
3. The employees have successfully completed all applicable and required training in their safety, retention and lawful use, have been appropriately certified (where required), and have demonstrated sufficient proficiency in their use;
4. Employees maintain all certifications/qualifications and remain proficient in the safe and lawful use of the approved weapons.
5. Employees of the Los Alamos Police Department will not be allowed to carry a weapon in any status outside of training until they have qualified and have acknowledged the contents of General Order 218 and General Order 219, Response to Resistance. The qualification and acknowledgment shall be documented. (1.3.12)

III. DEFINITIONS

DEADLY FORCE – Force which is likely to cause death.

LESS LETHAL FORCE – A level or degree of force that is planned, intended and applied which meets objectives but with less potential for causing death or serious physical injury than deadly force.

LESS LETHAL IMPACT MUNITIONS – Munitions which are fired, launched or otherwise propelled for the purpose of forcing compliance to verbal directives or overcoming resistance that are designed and intended to prevent serious injury or death. Examples of less lethal impact munitions include, but are not limited to, beanbags, PepperBall, and rubber pellets.

NON-LETHAL WEAPONS – A weapon employed to force compliance, overcoming resistance or preventing serious injury without the significant likelihood of causing death. Examples of less lethal weapons include, but are not limited to, batons, PepperBall and chemical spray.

SYMPATHETIC MUSCLE REFLEX – An involuntary muscle contraction of the finger and/or hand.

SECONDARY/OFF-DUTY HANDGUN – A personally owned or Department issued firearm.

Legal Authority to Carry/Use Weapons (1.2.2)

- A. Los Alamos County Police Officers and Reserve Police Officers are authorized to carry firearms and other weapons only in accordance with State Law New Mexico Statutes Annotated, Chapter 30, Article 7, Section 2 (NMSA 30-7-2).
 - 1. Full-time and Reserve Police Officers of the Department are authorized and required to carry firearms and other approved weapons while on-duty.
 - 2. Full-time Officers are authorized to carry firearms while off-duty in compliance with State law.
 - 3. Reserve Officers, under the authority of Los Alamos Police Department, are not allowed to carry a firearm off-duty.
 - 4. Detention Officers are authorized to carry firearms on-duty and other weapons in accordance with New Mexico State Statute and with approval of the Chief of Police.

IV. PROCEDURES

A. Approved Firearms, Weapons and Ammunition

- 1. Only firearms specifically approved by the Chief of Police or his or her designee may be carried.
- 2. Employees may be issued Department firearms while on-duty as their primary use weapon. These weapons may also be carried off-duty if authorized.
- 3. The Department's Firearms Instructors shall provide the Office of the Chief with a list of the firearms assigned to each Officer and shall be responsible for the Department's inventory of firearms and ammunition. The head firearms instructor shall conduct an inventory of all firearms owned by the Department on an annual basis and provide a report to the Chief of Police or designee. (1.3.9 (e))
- 4. The Office of the Chief, or his or her designee, will maintain records of all approved weapons that have been issued, assigned, and/or carried by any employee. (1.3.9 (e))
- 5. No weapon shall be modified, worked on or repaired except by an authorized Department Firearms Instructor, manufacturer's representative or a certified gunsmith. All modifications and repairs must be reported to and approved by a Department Firearms Instructor and the Chief of Police or his or her designee prior to the weapon being worked on. Members shall perform routine maintenance and cleaning of issued/approved firearms and keep the weapon in readiness condition at all times. If the weapon is fired while on-duty or at the range, it shall be cleaned prior to the next tour of duty.
- 6. Any Officer wishing to carry, on-duty, a non-Department firearm will request, in writing, to a Department Firearms Instructor and the Chief of Police. Officers will receive written authorization prior to carrying. The Officer will meet all requirements regarding the firearms training and will demonstrate his or her proficiency in the use of the firearm. Prior to

authorization, the Department Firearms Instructor will verify the firearm is safe for use. (1.3.10)

7. **Off-duty handguns:** Off-duty Officers are not required to carry a weapon while off-duty, but they are authorized and encouraged to so, but only in compliance with State law.
8. Officers shall not carry a firearm when consuming or under the influence of alcohol except as may be authorized in the performance of their duties.
9. Officers shall not carry a firearm while under the influence of drugs, including prescription drugs and over the counter medications that may cause impairment.
10. Officers shall not carry a firearm into any establishment or facility where the weapon would be illegal, unsafe or unfeasible except as may be required in the performance of their duty.
11. Officers will not have any personal weapons on their person or in their County vehicle that have not been authorized.

B. All Duty Firearms:

1. Must be approved by a Department Firearms Instructor and the Chief of Police in accordance with this General Order. (1.3.9 (a))
2. Prior to the time an employee is authorized to use any firearm, a member of the range team who is also a certified armorer shall inspect and approve all weapons and a member of the range team shall ensure the employee has properly qualified with the weapon. (1.3.9 (c))
3. The following are approved calibers: .38, 9mm, .40, 357 sig, 357 S&W Mag, .45ACP, .45GAP (1.3.9 (b))
4. Officers may carry approved concealed firearms as a secondary on-duty weapon.
5. An Officer carrying any handgun must comply with the laws of any jurisdiction they are in regarding the carrying of a firearm, to carrying concealed or in "open-carry" status, loaded or unloaded, securely locked or not, within easy reach or not, separated from all ammunition or in a loaded condition.
6. Secondary handguns must be completely secure to prevent their loss or negligent discharge when carried on or about the Officer's person.
7. Officers carrying a secondary handgun may be required to provide their own, but Department approved, ammunition.
8. The Department assumes no liability if a personally owned firearm is damaged or lost in the line of duty.
9. Officers on specific or special assignment are authorized to carry a Department approved secondary handgun as their primary use weapon if specifically approved by a Department Firearms Instructor and the Chief of Police provided the Officer has qualified with the weapon.

C. Shotguns (1.3.9 (a)(b))

1. Shotguns of pump-action design, with a barrel length of 18 to 20 inches, and chambered for 12-gauge ammunition, are required to be carried on duty. Shotguns may be issued by the

Department or personal shotguns may be used, if approved by a Department Firearms Instructor and the Chief of Police.

2. The following shotgun accessories are authorized:
 - i. Sling and swivels (required)
 - ii. Spare ammunition carrier (sidesaddle or elastic)
 - iii. Flashlight attachment
3. An Officer carrying a shotgun on-duty shall have first demonstrated to a Department Firearms Instructor his or her knowledge of the safe operation of the firearm and their qualification proficiency with the weapon as required by the Department.
4. Officers using shotgun slug ammunition must pass the course for slugs prior to carrying or using slug ammunition.

D. Rifles (1.3.9 (a))

1. Department issued or personally owned shoulder fired rifles are authorized for use on-duty, subject to the following conditions:
 - i. The weapon is inspected and approved by a Department Firearms Instructor and the Chief of Police.
 - ii. All rifles approved for duty use must be unmodified and either of bolt or semi-automatic design and bear an original manufacturer's trademark. Fully automatic weapons are NOT permitted except as may be specifically authorized by the Chief of Police or his or her designee.
 - iii. All rifles must be of 9mm, .40 S & W, .223, or .308 caliber. (1.3.9 (b))
 - iv. All rifles must be equipped with a full-length or collapsible stock.
 - v. A manual safety device is required on all rifles.
 - vi. An Officer desiring to carry a personally owned rifle on-duty must:
 - a. Demonstrate to a Department Firearms Instructor his or her knowledge of the safe operation of the firearm and their qualification proficiency in the same course of fire as required for Department issued rifles.
 - b. The Officer will meet all requirements regarding the rifle training and will demonstrate his or her proficiency in the use of the firearm. Prior to authorization, the Department Firearms Instructor will verify the rifle is safe for use. (1.3.10)
2. An Officer authorized to carry his or her own rifle shall turn-in any and all Department issued rifles to the Firearms Instructor for proper inspection and return to the Department's armory.
3. The following accessories are authorized with approved rifles:
 - i. Sling and swivels

- ii. Night sights, including ambient light amplifiers (night scopes) and Telescopic sights provided they do not restrict or block the use of iron sights
- iii. Lighting systems/lasers
- iv. Bipod

E. Ammunition (1.3.9 (b))

- 1. Only ammunition approved by a Department Firearms Instructor and issued by the Department is authorized for use in Department weapons.
- 2. Ammunition for non-Department issued weapons may be issued by the Department, or if provided by the individual Officer, it must be approved by a Department Firearms Instructor and the Chief of Police. The Department's Range Master shall consult with the Chief of Police regarding issued and authorized ammunition prior to its use.
- 3. Only factory ammunition is authorized for use in Department owned or approved firearms. Other reloaded, remanufactured or "hot shot" ammunition is not authorized.
- 4. Department Firearms Instructors are responsible for maintaining an adequate ammunition supply for Department issued weapons, both for practice and duty use.
 - i. The ammunition inventory will be carefully controlled through the use of a log to track how much ammunition was used in training or practice and/or issued.
 - ii. The head firearms instructor will conduct an inventory of all ammunition owned by the Department on an annual basis and provide a report to the Chief of Police or designee.

F. Holsters

- 1. All authorized handguns must be carried securely in a holster that incorporates a minimum of one safety device and has been approved by the Department's Range Master. Fanny packs or other weapons carrying systems or arrangements must be approved by the Department's Range Master and Chief of Police.

G. Concealment

- 1. Officers who are on-duty in plain clothes and Officers who are off-duty and not in uniform will ensure that their weapon is secured and carried in compliance with State law.
- 2. Officers working in plain clothes may carry their firearm outside of Police facilities when the badge is clearly visible, unless in an undercover capacity.

H. Training/Qualification/Proficiency (1.3.10) (1.3.11 (a)(b)(c))

- 1. All full-time employees, prior to being authorized to carry or use any type of weapon, will successfully complete a Department approved familiarization and orientation course of instruction. This will be conducted on the assigned weapon and instructed from a Department Instructor. Employees will receive instruction on the Department's General Order 219 – Response to Resistance and a Department approved course on Weapons Retention as presented by a qualified Department instructor.
- 2. As part of annual training, the employee must show he or she comprehends the legal issues involved in the use of weapons, demonstrate the safe use of the weapon, knowledge of how to

clean and maintain the weapon, and prove his or her proficiency by passing a State or Department approved course. All proficiency exams must be in accordance with current Department approved weapons courses, conducted by approved Instructors, and have the scores filed in the Office of the Chief or his or her designee. Failure to maintain proficiency in less than lethal weapons will result in remedial training with a certified instructor.

I. Annual Training/Qualification

1. **Annual qualification:** All Officers must qualify on the state qualification test demonstrating proficiency, which is monitored by a certified firearms instructor, at least annually to be eligible to carry firearm(s).
2. The Department Range Master will schedule no less than one mandatory firearms “qualifications shoot” per year for handguns, shotguns and rifles. Additional qualifications may be scheduled by the Chief of Police or the Department’s Range Master.
3. All employees, regular and reserve, must qualify with their duty weapon and each weapon they are authorized to carry at the appropriate qualification. In addition to their handgun, Sworn Officers are required to qualify with the shotgun (Buckshot course). Failure to qualify with secondary weapons, shotgun slug or rifle will disqualify the member from carrying that type of ammunition or weapon until they have been re-qualified. Qualification requires a passing score of at least 80% on an approved course of fire. Members who fail to qualify will be given a second and, if necessary, a third opportunity to qualify. No more than three attempts to qualify on each course of fire (day/night) will be permitted on the same day. Failure to qualify by the third opportunity will result in the member being dismissed from the range and the failure being reported through the member’s chain of command to the Chief of Police. Failure to qualify with the duty weapon will result in reassignment to unarmed type duties until such time as they are re-qualified with the weapon. (NOTE: The Chief of Police reserves the right to allow personnel failing to qualify with their duty weapon to remain on regular duty status based on the operational needs of the Department).
4. A second qualification will be given with no more than three attempts to qualify on each course of fire (day/night) permitted. The Firearms Instructor will have the discretion to limit the number of qualification attempts if the employee is demonstrating substandard performance. If an employee fails, the second qualification day, remedial training will take place.
5. A remedial course of instruction by a Department Firearms Instructor will be scheduled as soon as possible. If an employee does not successfully complete the remedial course of instruction, the Firearms Instructor will notify the Chief of Police and will contact NMDPS for further guidance.
6. The Department Range Master overseeing firearms qualifications shall review the Range Rules with all employees prior to initiating the qualifications. Any weapons malfunctions or negligent discharges occurring at the range will require the weapon to be inspected by a Department Firearms Instructor for safe operation before being placed back in service.
7. “Alibi” rounds will only be approved in the event of a weapon or ammunition malfunction which was not within the control of the qualifying Officer. “Stovepipes” and other malfunctions must be cleared immediately by the shooter and do not count as alibis. Improper position, insufficient number of rounds available, magazine not properly seated, no round in the firing chamber, difficulty drawing the weapon, less than the required number of rounds fired or fired within required time constraints or other causes within the control of the member are not sufficient justification for approval of additional rounds for purposes of qualifying.

8. Any member who has suffered an illness or an injury which could affect his or her ability to effectively use their weapon will be required to re-qualify with their weapon(s) with a Department Range Master or Firearms Instructor prior to returning to duty status.
9. Any member who has been on extended leave, placed on Administrative Leave, or otherwise not able to attend, or who has missed a scheduled qualification, will be required to qualify with their weapon(s) with a Department Firearms Instructor prior to returning to duty.
10. All Department firearms training lesson plans will be approved in advance by the Staff Services Commander or designee. Such training shall be documented to reflect attendance; course(s) fired or specific type(s) of training presented; individual Officer proficiency; serial number, make and model of the weapon(s) used to qualify by each member, and any other information deemed appropriate by the Chief of Police or his or her designee.
11. Members firing at the range must wear similar clothing to that worn on-duty to include ballistic vest, hat, eye and ear protection, holster, and magazine pouch.
12. The Department Range Master shall, depending on range availability, ammunition supplies, and other factors, schedule "practice" and "qualification" shoots. At least one "qualification shoot" shall be held each year in accordance with State requirements.

J. Remedial Training (1.3.11 (c))

1. Personnel assigned to remedial firearms training are not permitted to return to their normal duty assignment until they satisfactorily complete the required training and qualify with their duty weapon unless authorized by the Chief of Police or designee.
2. Members required to attend remedial firearms training will be given three qualification attempts.
3. Members failing to qualify may be assigned to non-enforcement duty only or placed in paid suspension at the discretion of the Chief of Police. Members will turn in all Department Firearms and Department vehicles.
4. When members fail to qualify after the remedial training session, the Firearms Instructor will notify the Chief of Police and will contact NMDPS for further guidance.
5. Sworn Officers or Reserves still failing qualify after remedial training will be terminated from the Los Alamos County Police Department or the Reserve Program.
6. Members may be required to attend range days at the discretion of any Firearms Instructor or Supervisor.

K. Approved Weapons Handling

1. All firearms handling will conform to safe and proper uses and practices and in accordance with established Department directives and training. The following are Department approved weapons handling situations:
 - i. Law Enforcement Purposes
 - ii. Dispatch of a dangerous, sick or injured animal when no other alternative is readily available
 - iii. Use of non-lethal or less-lethal firearms munitions to discourage animals creating a threat or being a nuisance in business or residential areas with the prior approval of their Supervisor

- iv. Official Supervisory weapons inspections
 - v. Cleaning and maintenance
 - vi. Firearms that are evidence and associated with a Department investigation
 - vii. Firearms qualifications
 - viii. Approved firearms training
 - ix. Authorized maintenance and repairs
- L. Negligent or Improper Discharge of a Weapon** (See also General Order 219 – Use of Force and General Order 108 – Professional Standards). (EXCEPTION: Incidents occurring at the range that do not result in personal injury). (1.3.6 (a))
1. Upon any negligent or inappropriate discharge of a firearm by any member of the Department, the following shall occur:
 - i. In the case of injury, appropriate medical assistance shall immediately be summoned.
 - ii. In the case of any death or injury, the Operations Commander or Supervisor on-duty shall notify the Chief of Police as soon as possible.
 - iii. In any event, regardless of injuries, death or damage, a full report of the incident will be written by the member(s) involved.
 - iv. In any event, regardless of death, injuries or damage, the immediate Supervisor of the involved member(s) shall notify the Operations Commander as soon as possible and conduct a preliminary investigation into the incident and provide a written overview of the event through their chain of command to the Chief of Police.
 - v. The preliminary investigation will include the following as a minimum:
 - a. Written and photographic documentation of the scene
 - b. Written and/or recorded statements from all witnesses and personnel involved.
 - c. The on-duty Supervisor shall also request additional investigative assistance if necessary based on the initial assessment of the incident and assume charge of the incident until relieved by higher authority.
 - vi. The Chief of Police may request and direct, that an Internal, Criminal or other follow-up Investigation be conducted and immediately assign personnel to that task.
 - vii. Any and all firearms involved will be immediately turned in to the on-duty Supervisor or Operations Commander who shall cause the weapon(s) to be secured as evidence and inspected for safety and proper functioning by a qualified Department Firearms Instructor or other qualified/certified person before being allowed to be re-issued.
 - viii. At the discretion of the Operations Commander or the Chief of Police, a new or different weapon(s) of the same make, model and caliber may be issued to the involved member(s).
 - ix. In the event of any negligent, improper or inappropriate discharge of a firearm, the involved member(s) shall be required to attend remedial training and re-qualify with the weapon(s) involved prior to returning to duty. The Chief of Police may direct that the member(s) meet with a Department designated psychiatrist/psychologist before returning to duty status.

- x. In the event that the Operations Commander or the Chief of Police believes that the member(s) is not capable of immediately resuming their duties, he or she shall place them on appropriate leave in a manner consistent with County Policy.
- xi. Based on the results of any investigation, the involved member(s) may be subject to disciplinary action as deemed appropriate by the Chief of Police.

M. Firearms Maintenance

- 1. Members are required to keep all assigned/approved firearms in their charge or care in a clean, lubricated and proper working condition as specified by the manufacturer.
- 2. Beyond what is necessary for routine cleaning and maintenance, only a Department approved armorer, manufacturer's authorized repair facility or their representative, or a certified/approved gunsmith may disassemble, modify or make repairs to any Department issued weapon.
- 3. Emergency weapon repairs may be authorized by the member's Supervisor. They may authorize a Department weapon, of similar make, model and caliber, be temporarily issued to the Officer pending repairs or replacement of the member's original weapon.
- 4. Prior to submitting any to Officer owned or Department owned weapon for repairs, it shall be approved by the Firearms Instructor. Upon its return, it shall be inspected by the Department's armorer and approved for service by the Chief of Police or his or her designee.
- 5. No modifications or alterations to any Department owned weapon or issued/approved ammunition will be made without prior to written recommendation by the Department's Range Master and approval by the Chief of Police or his or her designee.
- 6. The date and description of all repairs and/or modifications of Department owned or approved firearms or ammunition will be recorded and kept on file by the Department's Range Master.

N. Less Lethal and Non-Lethal Weapons (1.3.9 (a))

- 1. Authorized less lethal and non-lethal weapons:
 - i. Department approved chemical sprays
 - ii. Department approved batons
 - iii. Department approved weapons to launch and disperse teargas, PepperBalls, beanbags, rubber balls or pellets
 - iv. Department approved Tasers.
- 2. Less lethal weapons are not authorized to be carried or utilized when in off-duty status.
- 3. Training (1.3.10)
 - i. All members, before being issued, authorized to carry or use Department approved "less lethal weapons" shall successfully complete a Department approved familiarization and orientation course on such weapon(s). As part of this training, and at the discretion of the Chief of Police, Officers will be instructed in General Order 219 – Response to Resistance. Also as part of the less lethal weapons training, members shall demonstrate to the instructor his or her proficiency in the use of the weapon. The training and

proficiency in the use of less lethal weapons will be documented by the instructor and filed in the Officer's training file.

- ii. All training in the use of less lethal weapons will only be conducted by Department authorized/approved instructors.

O. Inspection of Weapons (1.3.10 (c))

1. All Supervisors will conduct a formal weapons inspection at least quarterly of all weapons authorized for use by each member of their unit/team. The cleanliness and readiness of the weapon will be checked as will the ammunition accompanying the weapon to ensure that only Department approved weapons and ammunition are being used. Any indication that the member's weapon may not be fit for service shall require that it be referred to a Department Firearms Instructor and a similar weapon shall be issued in its place.
2. If at any time, a Supervisor, Department Range Master or Firearms Instructor detects or discovers any unauthorized ammunition or modified ammunition in the possession of a member, it shall immediately be confiscated. The confiscated ammunition and a report concerning its discovery shall be forwarded to the member's Bureau Commander for investigation and possible disciplinary action.
3. Firearms Instructors shall inspect all weapons referred to them by a Supervisor and all weapons presented at the range for cleanliness, safety, and readiness prior to their being fired. The Department Firearms Instructor shall note the weapon(s) serial number and verify it is an authorized weapon and assigned to the correct member.
4. Any weapon determined to be unsafe or inoperable shall immediately be removed from service until it has been properly repaired and approved for service. If the weapon in need of repair is the Officer's duty or primary handgun, he or she will be issued a replacement of the same make, model and caliber for qualifications and use on duty until the original weapon has been returned or permanently replaced. If the weapon is the approved duty weapon and personally owned weapon of the member, it shall not be allowed to be carried until it has been repaired and approved by a Department Firearms Instructor. Carrying of a weapon determined to be unsafe or in need of repair after being so designated by a Supervisor or Firearms Instructor, or which should have been reasonable known by the member to be in such condition, will subject the member to disciplinary action. (1.3.9 (d))
5. Any weapon removed from service will require the member's Supervisor or Firearms Instructor taking the weapon provide a written report of the action detailing the reasons for his or her actions. If the Supervisor or Firearms Instructor is of the opinion that the member has inappropriately modified, mishandled, mistreated, or negligently damaged his or her weapon, they shall so state. Such report may be cause for the member's Bureau Commander to order an inquiry or full investigation into the circumstances surrounding the modification or damage to the weapon. A finding that suggests the damage to the weapon was due to improper care or mistreatment of the weapon by its assigned member may result in disciplinary action.
6. If the replacement weapon is not the same make, model or caliber originally assigned to the Officer, he or she must be trained and qualified with the new weapon before returning to duty.

P. Security of Weapons (1.3.9 (f))

1. All Department weapons and ammunition shall be secured in the Department's Armory when not in use for training or Law Enforcement situations where they are/may be needed, or that have not been issued to authorized Department personnel.

2. Members shall safely secure all weapons to prevent access to them by unauthorized persons and to ensure compliance with all applicable laws. Firearms shall not be left unsecured at any time.
3. All weapons will be secured in provided gun lockers or in the member's vehicle trunk before entering any prison, jail, Detention center or mental health facility in addition to any facility regulations that require further security measures.
 - i. **EXCEPTION:** This provision may be disregarded in situations whereby an inmate has obtained a weapon capable of inflicting great bodily harm or death and has demonstrated an intent to use the weapon for that purpose. The use of force in such situations will be in keeping with General Order 219 - Use of Force.
4. When the member's vehicle is to be repaired or serviced at any garage, dealership or repair facility, including Fleet Maintenance, all weapons will be removed and securely stored by the member.
5. While at the firing range, no weapon shall be left unattended.

Q. Weapon Readiness Responsibilities

1. The readiness of weapons is the responsibility of the member. Weapons shall be carried in an applicable manner. This includes holstered sidearm(s), baton, chemical spray, Taser and rifle and shotgun in the member's vehicle.
2. Weapon readiness during a potentially threatening situation that may require the immediate use of force, a member may, draw his or her weapon (sidearm, rifle, shotgun, chemical spray, or baton). Such situations include, but are not limited to: High-risk or felony stops, building searches, open doors, challenging an armed subject, calls involving weapons, or other life threatening situations.
3. A member may use deadly force in accordance with General Order 219– Response to Resistance.
4. Deployment of Rifles and Shotguns
 - i. When deployed outside of the vehicle, all long guns will be carried in the “low ready” or “sling arms” position. Upon exiting the vehicle, a round may be chambered only when the safety is in the “on” position. The safety is to remain “on” with all fingers outside of the trigger guard until the weapon is to be fired.
 - ii. All long guns carried in a Department vehicle that is equipped with an approved carrying/storage mechanism or device shall be secured in the mechanism or device when not in use.
 - iii. Weapon readiness does not include placing the finger on the trigger of the weapon before the weapon is to be intentionally fired.

R. Special Considerations

1. Sympathetic Muscle Reflex may occur if the Officer is startled, loses balance or exerts gripping pressure in the hand. If the trigger finger is not kept well below or above the trigger guard and against the frame of the weapon, this reflex may cause a negligent discharge. **Therefore, the finger is to be placed on the trigger only when the weapon is to be intentionally fired.**

S. Range Procedures

1. All members shall comply with the range rules while at the firing range.
2. Members shall adhere to all of the Range Master commands.
3. Do not anticipate commands.
4. Do not reach for magazines or other equipment or step off the firing line until the Range Master gives the "all clear."
5. Be alert for and adhere to the "Cease Fire" order.
6. Anyone can call a "cease fire" if any unsafe condition develops or exists.
7. In the event that firearms training takes place at a facility other than the Sportsman's' Club, members will adhere to the range rules of that facility.
8. Members shall comply with the Four Basic Rules of Firearms Safety, which are:
 - i. Treat all weapons as if they are loaded
 - ii. Never let your muzzle cover anything you are not willing to destroy
 - iii. Keep your finger off the trigger until you are on target
 - iv. Be sure of your target and what is beyond and in front of your target.

Approved by:



Dino Sgambellone
Chief of Police

Table of Contents

219 Response to Resistance			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	1.3.1, 1.3.2, 1.3.3, 1.3.4, 1.3.5, 1.3.6, 1.3.7, 1.3.8, 1.3.12, 1.3.13		

I. PURPOSE

The purpose of this General Order is to set forth Los Alamos County Police Department Policy and Procedures regarding Response to Resistance by Officers of the Department by establishing guidelines that are in compliance with New Mexico law for the use of deadly and non-deadly force. This General Order is not meant, nor can it be expected, to encompass all possible incidents in which force is or will be used. This General Order is a guide to actions that might be taken by reasonable Law Enforcement Officers in similar situations with similar knowledge, training and abilities. It is also the purpose of this General Order to set forth procedures for the investigation of incidents involving Response to Resistance by members of the Department.

II. POLICY (1.3.1)

- A. It is the policy of the Los Alamos County Police Department to respect and value human life. To that end, members of the Department shall use only the minimum effective, reasonable and legal force necessary to protect human life, effect an arrest or to achieve other Law Enforcement objectives. The response used shall be based upon the principles of the Action-Response to Resistance/Aggression Continuum (hereafter referred to as ARC) and shall be determined by the actions of the involved subject and the Environment in which the subject is encountered. Generally accepted methods of response are identified in the model, with the levels of response corresponding to levels of offender resistance or aggression.
 - a. The list of Officer responses provided in the RTR/A form is not intended to be in any specific order, but reflects on the amount of resistance encountered. The Officer will choose the necessary response to gain control of the situation based on Department policy, physical capabilities, perception, training, experience and the circumstances encountered.
 - b. When force is used to overcome resistance and/or aggression, whenever possible the suspect should be transported to the Detention facility and processed by Officers not involved in the Response to Resistance.
- B. It is the policy of the Los Alamos County Police Department to ensure a thorough, neutral, fair and impartial investigation is conducted into all Response to Resistance incidents and all in-custody injuries. Investigations may be conducted in conjunction with the New Mexico State Police involving the use of deadly force. Department members shall fully cooperate and assist in such investigations.
- C. See also General Orders 218– Weapons and 108 – Professional Standards.

D. EXCEPTIONS

- a. Exceptions to this policy are outlined in General Order 218 and include negligent use, dispatching an injured animal, or range operations.

III. DEFINITIONS

DEADLY FORCE – Any Response to Resistance that is reasonably likely to result in death.

EXCESSIVE or UNNECESSARY FORCE – means force that exceeds the minimum effective amount of force to effect an arrest or that would be more than a reasonable and prudent Law Enforcement Officer would use under the circumstances.

GARRITY RULE – refers to the U.S. Supreme Court decision that requires employees be advised of their rights prior to answering questions under certain conditions. See “Garrity v. New Jersey, 385 U.S. 493 (1967)”. Members may be required to answer questions in an Internal Investigation without an attorney being present and are subject to disciplinary action. An attorney is allowed to be present during a criminal investigation interview/interrogation.

LESS LETHAL/NON-DEADLY FORCE – Any Response to Resistance other than that which is considered deadly force. This includes any physical effort used to control or restrain another or to overcome the resistance of another which is not intended nor expected to cause death.

OBJECTIVELY REASONABLE – Means that in determining the necessity for the Response to Resistance and the appropriate level of force, Officers shall evaluate each situation in light of the known circumstances, including but not limited to, the seriousness of the crime, the level of threat or resistance presented by the subject(s), and the danger to the community.

REASONABLE BELIEF – means a belief that would be held by a reasonable or prudent Law Enforcement Officer in the same circumstances as the acting person.

PHYSICAL FORCE – Means the use of empty hand techniques, control holds and/or other force necessary to affect an arrest

SERIOUS PHYSICAL INJURY – Means bodily injury which, either at the time of the actual injury or at a later time as a result of the injury, involves a substantial risk of death, substantial risk of serious permanent disfigurement, a substantial risk of protracted loss or impairment of the function of any part or organ of the body, or breaks or fractures to bones, or burns of the second or third degree.

TOX SCREEN – Means the obtaining of blood and/or urine sample(s) by a qualified medical technician for the purpose of determining the blood alcohol concentration level and/or if drugs are present, their type and levels.

RESPONSE TO RESISTANCE DOCUMENTATION – Refers to the appropriate level of reporting when levels of force are employed in which weapons were used. Cases involving death or serious bodily injury normally require in-depth documentation as required during an Internal Investigation (See General Order 108 – Professional Standards) whereas the use of physical force not resulting in serious bodily injury only require the submission of a Response to Resistance Report form. In both situations, the appropriate documentation shall be forwarded through the chain of command to the Chief, Deputy Chief and Staff Services Commander. The Staff Services Commander is responsible to maintain all Response to Resistance records. Upon review of the documentation, the Staff Services Commander may require additional information, recommend to the Chief of Police an Internal Investigation or refer the documentation to the appropriate files (e.g., case file, prisoner’s file, Professional Standards files, and/or Training files).

IV. PROCEDURES (1.3.2)

- A. Authorization for the Response to Resistance is granted under New Mexico Statutes Annotated, 1978, Section 30-2-6, and states, in part, that:

1. Public Officers are authorized to use deadly force in order to protect themselves and others from what is reasonably believed to be an immediate threat of death or serious bodily injury; and
2. When necessarily committed in re-taking felons when the Officer has probable cause to believe that the escape will pose an imminent threat to human life if not re-captured.
 - i. Relevant factors in determining whether probable cause exists to believe that the fleeing felon will pose an imminent threat to human life will include, but are not limited to, the nature of the felony and whether the felon is believed to be armed.
 - ii. For the purpose of this General Order, justifiable homicide is necessarily committed when an Officer, in the performance of his or her/their duties has probable cause to believe that he or she or another is threatened with imminent serious harm or deadly force while performing their lawful duties.
 - iii. Before using deadly force, Public Officers shall, where feasible, identify themselves and state their intent.

B. The use of “warning” shots is strictly forbidden. (1.3.3)

C. Where deadly force is not reasonable, Officers should assess the incident in order to determine which less lethal level of response will be best to de-escalate the situation, allow the Officer to prevail and bring it under control. Officers are authorized to use less lethal force techniques and issued equipment for resolution of incidents as follows:

1. To protect themselves or another from physical harm;
2. To restrain or subdue a person physically resisting the Officer; or
3. To bring an unlawful situation safely and effectively under control; or
4. To affect a lawful arrest.
5. Whenever feasible, the Officer should, if not readily apparent, identify himself or herself as an Officer, warn of their intentions and advise that the Response to Resistance is imminent.

D. Response to Resistance (1.3.4)

1. As a person increases his or her resistance level from verbal to physical, an Officer may have to increase the level of his or her response until the resistance ceases and the Officer is able to gain control of the person. As soon as the point of the person’s compliance is reached, the Officer must de-escalate his or her response level to the minimum effective level of force to control the person and accomplish the Law Enforcement objective.
2. Escalation and de-escalation of resistance levels may increase or decrease without going through the intermediate levels.
3. There is always an option to de-escalate or disengage at any point.
4. Factors involved in making a decision regarding the level of Response to Resistance by an Officer include:
 - i. The seriousness of the crime committed by the person
 - ii. Size, age and weight of the person

- iii. Apparent physical ability of the person
- iv. Number of persons present who are involved or who may become involved
- v. Weapons possessed by or readily available to the person
- vi. Known history of the use of violence by the person
- vii. Presence of innocent or potential victims in the area
- viii. Whether the person can be recaptured at a later time
- ix. Whether evidence is likely to be destroyed
- x. Size, physical ability and defensive tactics expertise of the Officer
- xi. Number of Officers present or available
- xii. Immediate reaction in the case of a sudden attack
- xiii. Weapons or restraint weapons available to the Officer
- xiv. Legal justification
- xv. Department Policy
- xvi. Environment

E. Levels of Resistance by a Person

1. **Verbal Resistance** – a person may verbally refuse to comply with an Officer's directive or attempt to control a situation. The person may threaten the Officer with further resistance or the person may not respond to the Officer's directions or orders.
2. **Passive Physical Resistance** – a person physically refuses to comply or respond. He or she does not make any attempt to physically defeat the Officer's actions but forces the Officer to employ physical maneuvers to establish control.
3. **Active Physical Resistance** – a person makes physically evasive movements to defeat the Officer's attempts at control. This may be in the form of bracing or tensing or attempts to push/pull away, fleeing, or not allowing the Officer to get close to the person.
4. **Unarmed Threatening** – a person makes verbal threats against an Officer or another, assumes a threatening posture or takes any other action that would place a reasonable Officer in fear of an impending attack against the Officer or another.
5. **Unarmed Attack** – a person closes distance towards the Officer or another in a threatening manner, makes overt, hostile, attacking movements which are likely to cause injury, but are not likely to cause death or great bodily injury to the Officer or others, or placed the Officer or another in fear of receiving an immediate battery.
6. **Armed Threatening** – a person makes verbal threats against an Officer or another, or assumes a threatening posture while armed with a weapon or any object that could be used as a weapon.
7. **Armed Attack** – a person demonstrates his or her intent to use a weapon capable of inflicting great bodily harm or death upon the Officer or another by closing distance in an attempt to use the weapon on the Officer or another or in the case of firearms, pointing the firearm at the Officer or another.

F. Officer Response Levels/Force Continuum –

1. An Officer's response to the resistance given by a person should be proportionate to the amount of resistance offered. An Officer should as reasonably possible follow the guidelines listed below regarding the Officer's response to any level of resistance, threat or attack by a person.

2. **Officer's Presence** – The authority given by the State of New Mexico to an Officer to take control of situation within the Officer's jurisdiction when a crime has been committed or in the interest of public peace and welfare.
 - i. **Arrival** – the Officer is on the scene and in the close or immediate presence of the person. This includes proper voice and/or other identification, body language and awareness by the person that he or she is dealing with a Law Enforcement Officer.
3. **Communication** – used throughout any incident to direct and control those involved, in the effort to bring any situation to a conclusion. Officers should where reasonable give clear directions or commands to resistant or threatening persons so that they understand what actions are required of them by the Officer.
 - i. **Dialogue** – a two-way, controlled, non-emotional communication between the Officer and the person, aimed at problem identification and/or resolution.
 - ii. **Verbal Direction** – the Officer tells or commands a person to engage in, or refrain from, a specific action or non-action.
 - iii. **Touch** – the Officer employs a passive physical contact to comfort, console, or obtain the attention of a person in a non-confrontational situation.
4. **Physical Control** – manipulation of a person by the Officer, or use of chemical irritants in an attempt to move, gain physical control of, handcuff, or otherwise physically restrain a person. Physical Control is generally used on a person who is under arrest, resisting, threatening, or attacking an Officer or other person. The level of physical control used against a person is dependent on the level of resistance offered by the person. The lowest effective levels of physical control to affect the movement, arrest or restraint, should be used.
 - i. **Escort Positions or Come-Alongs** – techniques that direct or re-direct, in a controlled manner, a person from one place to another with minimum effort by the Officer in order to gain and retain control over the person.
 - ii. **Take-Downs** – techniques that redirect, in a controlled manner, a person to the ground in order to limit his or her physical resistance and to facilitate the application of a restraint device.
 - iii. **Pain Compliance** – techniques that force a person to comply with the Officer as a result of the Officer's application of controlled pain upon specific body joints of the person, such as pressure point techniques.
 - iv. **Counter Moves** – techniques that impede a person's movement towards and/or an attack on the Officer or others, such as blocking, striking, distracting, kicking, parrying, dodging, weaving, redirecting or avoiding followed by the use of appropriate controlling techniques.
 - v. **Restraint Devices** – mechanical tools used to restrict a person's movement and to facilitate searching, such as handcuffs, flex cuffs, leg irons, belly chains or other such devices.
- G. **Intermediate Weapons** – weapons that are authorized by the Department and are primarily used against a person who is resisting control and/or custody by active physical resistance, unarmed/armed threats or has attacked the Officer or another. When reasonably able to do so an Officer should present the intermediate weapon and declare the intent to use the intermediate

weapon on the person prior to its use. Specific policy regarding the use and care of authorized intermediate weapons is outlined below.

1. Oleoresin capsicum spray (OC)

- i. OC spray is the lowest level of intermediate weapon available to the Officer and should be considered when other levels of physical control have been deemed ineffective or impractical. Chemical irritants (OC spray) should be used only on active physically resistant, threatening, and attacking persons. Approved OC canisters will be inspected prior to being issued.
- ii. OC spray should not be used on any person when an Officer has reason to believe the person has a respiratory disease.
- iii. An Officer who uses an OC delivery system consisting of a coherent stream shall not use the OC closer than 3 feet when spraying into the person's face.
- iv. Any Officer using OC should be aware of the secondary impact on bystanders and the panic that may be caused if used in a crowded situation.
- v. After the use of OC on any person EMS will be called to the scene to flush the persons face with clean water and observe until the effects have subsided. No person will be transferred to the Detention center without first being cleared by EMS or other medical personnel.

2. Taser

i. Definitions

- a **AFID- Anti-Felon Identification** – Small, round, paper and plastic tags bearing printed identifying information, included in a Taser cartridge.
- b **Barb** – Is the straightened hook like end of the probe that penetrates the target.
- c **Cycle** – Is the standard 5 seconds the Taser is actively producing an electronic charge.
- d **Deploy** – The use of the ECD/Taser.
- e **DPM battery pack – Digital Power Magazine** – A battery pack used with the X26 electronic control device that holds lithium energy cells and additional circuitry. The DPM is inserted into the handle of an X26 ECD like the magazine in a pistol. The DPM is sometimes called the “battery”.
- f **Drive-Stun** – A technique in which an ECD/Taser is placed directly against the subject and the electronic discharge is transmitted through metal conductors on the Taser or on an exploded cartridge. A drive-stun affects the sensory nervous system (pain compliance), and is more likely to leave marks on the subject's skin.
- g **ECD – Electronic Control Device** – Any device that uses electricity to affect a subject.
- h **Probe** – The projectile of a Taser cartridge. A probe is also called an electrode and has a barb attached to the forward traveling end.

- i **Taser Cam** – An audio-video (black and white) recording accessory that replaces a DPM in the X26. The Taser Cam is rechargeable.
- j **Taser Cartridge** – A part of a Taser that includes the probes, wire, and gas capsules.
- k **Taser Control Officer** – Certified Taser Instructor. Officer(s) responsible for inventory, issuing, repair, and replacement of the ECD/Taser and its accessories.
- ii. Use of the ECD/Taser
 - a ECD/Tasers shall be departmentally issued and used only by authorized personnel trained in and certified in its use.
 - b Users will be certified in the use of the ECD/Taser.
 - c Users will deploy the ECD/Taser at least two times to become familiar with the use, nomenclature, and trajectory of the probes.
 - d Users will also be exposed to the ECD/Taser by experiencing at least one (1) live cycle, similar to the exposure/certification of Oleoresin Capsicum (OC).
 - e Only properly functioning and charged ECD/Tasers shall be carried for field use. Improperly functioning or broken ECD/Tasers shall be returned to the Taser Control Officer as soon as practical for repair or replacement.
 - f Upon firing the ECD/Taser the user shall energize the subject the least amount of time using the least amount of deployments, necessary to affect the arrest or objective.
 - g In determining the need for additional cycles, the user should be aware that an energized subject may not be able to respond to commands during or immediately following the exposure.
 - h When firing the ECD/Taser the user shall aim to hit the subject in the preferred target zones.
 - ◆ The preferred target zone when the subject is facing the user is the lower torso
 - ◆ The preferred target zone when the subject is facing away from the user is any part of the body below the neck.
 - i Use of the ECD/Taser in a drive-stun application or actual deployment is to be used only on Actively Resisting, unarmed threatening, unarmed attacking, armed threatening and armed attacking subjects, and Decisions to use the ECD/Taser shall involve the same basic justification as other intermediate weapons. As such, ECD/Taser users will:
 - ◆ Never use the ECD/Taser in a punitive or coercive manner.
 - ◆ Never use the ECD/Taser on a handcuffed prisoner/subject unless they continue to use violence against an Officer, another person, or themselves which cannot be controlled by other means.

- ◆ Consider the severity of the offense, possible danger to the subject or community if the subject escapes and immediate need for apprehension before an Officer uses an ECD/Taser on a fleeing subject and then only if the subject is fleeing from an Officer attempting to make a lawful arrest.
- ◆ Not utilize the ECD/Taser in any environment where an Officer knows that potentially flammable, volatile, or explosive materials are present (including but not limited to OC spray with volatile propellants, gasoline, natural gas, drug labs, or propane).
- ◆ Not utilize the ECD/Taser in any environment where the subject's fall could result in serious injury or death (such as in water or on an elevated structure).
- ◆ Not utilize using the ECD/Taser on subjects who are passively resisting.
- ◆ Not use the ECD/Taser on obviously pregnant females, unless such person poses an immediate risk of great bodily harm or death to an Officer, themselves, or another person.
- ◆ Never use the ECD/Taser on persons with obvious debilitating illness or the obviously fragile elderly, unless such person poses an immediate risk of great bodily harm or death to an Officer, themselves, or another person.
- ◆ Never use the ECD/Taser on persons that appear to weigh under eighty (80) pounds, unless such person poses an immediate risk of great bodily harm or death to an Officer, themselves, or another person.
- ◆ Never use the ECD/Taser on persons in wheelchairs, unless such person poses an immediate risk of great bodily harm or death to an Officer, themselves, or another person.
- ◆ Never use the ECD/Taser on persons who the Officer reasonably believes or has knowledge that such person uses a pacemaker or other bio-medical devices sensitive to electrical current.

iii. Holstering and Securing

- a Under no circumstances will the ECD/Taser be holstered next to a firearm.
- b The ECD/Taser will be carried opposite of the user's firearm also known as the support side.
- c The ECD/Taser will be secured in a Department issued or approved holster.
 - ◆ Drop down holsters/Tactical Holsters may be used to accommodate Officers who do not have sufficient room on their duty belt. Uses of these types of holsters require the approval of the Chief or his designee.

iv. ECD/Taser Officer Responsibilities

- a Ensure that the ECD/Taser issued to the user is properly functioning on a regular basis.
- b Spark tests will be conducted at least twice a week or prior to shift.

- c Ensure that the DPM battery pack is still above a 20% power reading for duty use.
 - ♦ If the DPM battery pack is reading below 20% ensure that another DPM is obtained as soon as practical.
- d If the issued ECD/Taser is equipped with a Taser Cam ensure that it is charged prior to shift.
- e Ensure that you carry a minimum of two ECD/Taser cartridges at all times while on duty.
- f Officers should have a cartridge issued after a deployment or as soon as practical.
- g Prior to the deployment of the ECD/Taser, if practical, request emergency personnel to your location for post deployment aid.
- h Ensure that each discharge, excluding spark tests or official training, are documented by submitting a Response to Resistance Report.
- i Contact the ECD/Taser Control Officer to download video data as soon as practical after every field deployment.
- v. Supervisory Responsibilities
 - a Maintain an adequate supply of Taser Cartridges.
 - ♦ At least one extra Cartridge should be available per assigned Officer on shift.
 - b Ensure that the accurate serial number of the ECD/Taser Cartridge is forwarded to an ECD/Taser Control Officer when issued to personnel.
- vi. ECD/Taser Control Officer Responsibilities
 - a Receive, inspect, and issue ECD/Tasers.
 - b Repair or replace defective or damaged ECD/Tasers, cartridges, and related accessories.
 - c ECD/Taser Control Officer will service or repair the device only if he or she is a certified ECD/Taser Armorer.
 - d Maintain records of issued ECD/Taser serial numbers, firing data, and video data.
 - e Maintain an adequate supply of cartridges, batteries, holsters and Taser Cams to be issued.
 - f Only Department approved/issued battery power sources, holsters, and other accessories shall be used. ECD/Taser and other issued accessories shall not be altered or modified in any way without authorization from the Chief of Police or his or her designee.
 - g Maintain ECD/Taser Instructor/Armorer certification.

vii. Post Deployment of the ECD/Taser

- a Notify a Supervisor if one is not on scene.
- b Users shall have subjects who have been exposed to the ECD/Taser treated as soon as possible by EMT or Paramedics of the Los Alamos County Fire Department or a qualified physician after the application of force and prior to incarceration or any other action.
- c Only EMT or Paramedics of the Los Alamos County Fire Department or a qualified physician will remove the probes from the subject that has been energized by the ECD/Taser.
- d Upon removal of the probes from the subject, the user shall inspect the probe to ensure the barb is attached to the probe.
- e If the barb separated from the probe the subject must be transported to the Los Alamos Medical Center to have the barb removed from the subject's body.
- f Photographs of the affected area shall be taken before and after the probes are removed, if practical.
- g The user shall collect the cartridge, probes, and at least one Anti-Felon Identification (AFID) tag as evidence.
- h Probes with attached barbs or barbs alone will be entered into evidence utilizing a sharps container.

3. Expandable Baton

- i. The expandable baton is your primary intermediate control impact weapon.
- ii. The expandable baton is used to counter an unarmed, attacking subject or higher level of resistance only.
- iii. Target Areas to strike will include the extremities; arms from the shoulder to the finger tips, and legs from the top of the femur to the toes, both front and back.
- iv. Strikes should be delivered to the largest portion of the target area; Muscles, Joints, Bones.
- v. The Avoid Strike Areas will include the torso; from the groin to the clavicles, both front and back.
- vi. The No Strike Areas will include the neck and head, both front and back; unless the use of deadly force is indicated

H. Deadly Force (1.3.2)

1. **Deadly Force** - An Officer may only use deadly force when that Officer reasonably believes that the deadly force is necessary in the defense of human life, including the Officer's life, another Officer's life, or in defense of another person who is in immediate danger of loss of life or serious bodily harm. Deadly Force includes:

- i. Any technique that is likely to result in death, serious bodily injury or disfigurement, the use of the Officer's firearm or impact weapon strikes to the head.

I. Training

1. All sworn Law Enforcement Officers, Detention Officers and authorized Public Service Aides will receive appropriate Department approved training in the use of weapons and defensive tactics before being allowed to carry or use any weapon or before assuming duties in their respective assignments. They shall also review the training at least once a year with their Supervisor and/or a qualified Department Firearms/Defensive Tactics Instructor who will document the training and certify the member in the use of any weapon and defensive tactics. They shall maintain any required and appropriate certifications regarding weapons and defensive tactics as may be required by their Commanding Officer or Department Policy
2. The Operation's Commander shall assign a qualified instructor(s) to conduct the required training as required. The instructor(s) shall file a detailed lesson plan with the Department Commander for approval and the lesson plan, together with a list of all personnel receiving the training shall be filed with the Commander of Staff Services upon completion.

J. Medical Treatment Required (1.3.5)

1. When any level of force is used that results in direct physical impact, either through the use of a weapon such as a firearm or baton, or simply by person-to-person contact such as those listed in Physical Control, above, that causes a visible injury or the complaint of an injury, the Officer shall have the subject examined and/or treated by an EMT or Paramedic of the Los Alamos County Fire Department or a qualified physician as soon as safely possible after the application of force and prior to incarceration or any other action.

K. Documentation of Medical Treatment

1. The subject will be asked to sign a release of medical information form in order for the Officer to obtain copies of the EMT's or Paramedic's or physician's assessment of the injury (ies). If the subject agrees, copies of the assessment will be obtained and attached to the Officer's report.
2. If the subject refuses treatment, the subject will be asked to sign a treatment waiver form.
 - i. If the subject agrees to sign the waiver, one copy of the waiver will be attached to the Officer's report and a second copy will be placed in the subject's file in the Detention Center or provided to the reception official at another appropriate facility where the subject is placed.
 - ii. If the subject refuses to sign the waiver, the Officer will note in the offense report the subject's refusal to sign along with the identification information of the attending physician and/or nurse witnessing the refusal to sign.
 - iii. The Officer will obtain a medical release from the attending physician prior to transporting the subject to the Detention Center or other appropriate facility. One copy of the release will be attached to the Officer's report and another will be placed in the subject's file in the Detention Center or provided to the reception official at another appropriate facility where the subject is placed.
3. In the event that the injuries are visible, the on-duty Supervisor shall insure that they are photographed, with the consent of the subject. The photographs will be processed and included in the case file.

4. If the subject refuses to allow photographs, this fact will be documented in the offense report and include the identification information of any witnesses to the refusal.

L. Reporting Response to Resistance Incidents (1.3.6)

1. Any Officer involved in a Response to Resistance incident shall:
 - i. Immediately notify the on-duty Supervisor of the incident and the location.
 - ii. Render first aid and summon medical assistance, if necessary.
 - iii. Protect the scene until relieved by another Officer or a Supervisor
 - iv. Write a report describing the events occurred when ever an employee: (1.3.6 (a))
 - a discharges a firearm, for other than training, dispatching an animal, or recreational purposes;
 - b takes an action that results in, or is alleged to have resulted in, injury or death of another person;(1.3.6 (b))
 - c applies force through the use of lethal or less lethal weapons; or (1.3.6 (c))
 - d applies weaponless physical force at a level as defined by the Department. (1.3.6 (d))
2. Complete an offense, Response to Resistance, and all other appropriate reports before going off-duty. **EXCEPTION:** An exception will be made if the Officer is physically or mentally unable to fulfill these duties.
3. The Commander of the Staff Services Bureau shall keep a log of all Response to Resistance reports completed. The log shall include the CFS number, name(s) of Officer(s) involved, date of the incident, type of force used, and disposition of the case.
4. The Commander of the Staff Services Bureau shall compile an annual report to the Chief of Police detailing and summarizing all Response to Resistance incidents. This report shall be due to the Chief of Police no later than January 31, of each year. The report shall identify any training needs, policy updates, and an implementation plan, if necessary. The Staff Services Commander may establish a committee consisting of him/herself, the Internal Investigation Investigator, Commander, a Department Training and/or Firearms Instructor and a line Officer to assist in the review of all Response to Resistance reports.
5. After any Response to Resistance Incident the on-duty Supervisor will:
 - i. Investigate the incident and submit a Response to Resistance summary report before the end of his or her shift, through his or her chain of command to the Staff Services Commander, the Deputy Chief, and Chief of Police, which details and documents the incident and his or her investigation.
 - ii. Collect and submit all evidence, as appropriate.
 - iii. Review and ensure that the offense report and all other required documentation is completed per Department Policy.

- iv. In the event that the involved Officer is injured and unable to complete the required reports and notifications, it shall be the duty of the Supervisor to complete and file such reports and make the necessary notifications immediately and not later than the end of shift.
 - v. In the event that the Officer involved is injured, the Supervisor shall file the required injury form.
6. The Chief of Police, through the chain of command, shall be contacted for the purpose of initiating an investigation in any of the following instances:
- i. When the Response to Resistance results in death or serious bodily injury;
 - ii. When a complaint of excessive force is received and filed in accordance with the policy; or
 - iii. When the Officer(s) are seriously injured and the subject(s) is at-large.
 - iv. When a subject dies while in Department custody.
7. Exception
- i. Response to Resistance incidents ***do not include*** training exercises or demonstrations nor any accidental injury sustained during such events.
 - ii. Response to Resistance incidents on tactical operations do not require an RTR form if the response only places the person on the ground and does not result in injury or complaint. The action, however, will be annotated in an after action report.

M. Department Actions

- 1. When an Officer's Response to Resistance results in death or serious bodily injury, the Officer will be placed on routine administrative leave until the Internal Investigation has been completed and the Officer is ready and authorized by the Chief of Police to return to duty. Officers placed on Administrative Leave will be responsible for advising their Commanding Officer of their whereabouts should contact be needed. They shall make themselves available as needed or directed. At the discretion of the Chief of Police such investigation may be conducted or assisted by the New Mexico State Police.
- 2. The Department will provide all Department members the opportunity to attend a critical incident debriefing and offer follow-up treatment or counseling through the County's Employee Assistance Program. The Chief of Police may also issue memorandums to the members of the Department concerning the incident in order to make sure all personnel are kept properly informed.
- 3. At his or her discretion the Chief of Police, in addition to any Internal Investigation, may appoint a review committee for any Response to Resistance incidents involving death or serious bodily injury. The committee will generally consist of the following individuals: The Internal Investigation Investigator, Bureau Commander(s), a Department Training and/or Firearms Instructor and a line Officer.
- 4. Response to Resistance/aggression procedure: The Department will investigate the action of any employee that results in, or is alleged to have resulted in, injury or death of another person or any incident involving the Response to Resistance/aggression applied through the use of a less lethal weapon or bodily force or lethal weapon.

- i. The involved member will immediately notify his or her immediate Supervisor and will, as soon as practical, complete a "Response to Resistance/Aggression Report" when the ARC as either the amount of resistance encountered or the response level qualifies as a level 2 or higher. The report shall be completed by the end of the Officer's tour of duty unless extended by the Section/Shift Commander at which time a report will be submitted by the approving Supervisor to the Command Staff via electronic mail.
- ii. The RTR/A report will include the subject's and Officer's response, note any injuries to any involved party, medical treatment provided or required, names with address and telephone numbers of any witnesses to the incident and a narrative of all relative circumstances and facts of the incident. A copy of the offense report will be submitted with the RTR/A Report.
- iii. Every employee who witnessed but was not involved in a Level 3 or above RTR/A incident shall submit a modified RTR/A Report prior to the end of their tour of duty, documenting their observations.
- iv. As soon as practical, the Supervisor will notify the applicable Bureau Commander, Deputy Chief and the Chief of Police via "Senior Staff" electronic mail. The e-mail shall use the approved template and includes the date and time of the Response to Resistance/aggression, the Officer(s) involved, the subject against whom the force was used, and any injuries involved.
- v. Response to Resistance/aggression procedures during tactical deployments should be documented as thoroughly as possible but may be modified with approval of the Chief of Police due to special circumstances. Officers involved in multiple jurisdictional deployments will be governed by the operational directives of the tactical team as approved by the unit's administration. Absent clear procedures, this directive will be followed.
- vi. If the Response to Resistance/aggression results in serious injury to the Officer or serious injury or death to any person and/or involves an Officer in a shooting, the Supervisor shall immediately notify the Chief of Police, Deputy Chief, and Bureau Commanders.
- vii. Response to Resistance/aggression investigation: The Department will investigate all Response to Resistance/aggression incidents to determine if the Response to Resistance/aggression used was reasonable and consistent with Department policy.
- viii. All Response to Resistance/aggression incidents will initially be investigated by the Supervisor in charge of a shift, unless the Supervisor is involved in the Response to Resistance/aggression or the Response to Resistance/aggression is likely to result in serious injury or death. Response to Resistance/aggression involving a Supervisor or force that is likely to result in serious injury or death will be investigated by the applicable Bureau Commander or his or her designee unless otherwise directed by the Chief of Police.
- ix. The shift or Section Supervisor or assigned investigator will be responsible for gathering all witness statements and interviewing the subject for the completion of the investigation for all RTR/A incidents that has resulted in injury or complaint and in all incidents of level 3 or higher.
- x. Each Response to Resistance/Aggression Report shall include but not be limited to statements oral and or written statements from Officers, witnesses, and persons against whom force was used. The report should include all related evidence such as

audio/video tape recordings, a summary of observations, and a comprehensive review to include comments as to whether the Response to Resistance/aggression was reasonable and consistent with Department policy. If the subject is taken into custody, it may be necessary that the subject be advised of their constitutional rights prior to the interview. Photographs shall be taken whenever possible.

- xi. The applicable Bureau Commander will review the report and forward same to the Chief of Police or his designate
 - xii. The review will ensure that a preliminary investigation is completed based on current policy and required reports are submitted. The Commander will make comments as appropriate.
 - xiii. The Chief of Police, his or her designee or the investigating team may request another Department or agencies to participate in the investigation based on their qualifications and/or to lend credence to the investigation.
 - xiv. Once the investigation is complete, Response to Resistance/aggression will be reviewed by the applicable defensive tactics instructor for comment, and recommendations including modification of training plans when appropriate. This need not be a formal documented review unless otherwise directed by the Chief of Police.
 - xv. The final report and issuance of any finding shall then be forwarded to the Chief of Police or his designee for review. Certain data will be collected at this step for analysis.
 - xvi. The Chief of Police or his or her designee may forward for legal review any information and/or reports connected with Response to Resistance/aggression only in cases of questionable Response to Resistance/aggression or where there is a possible violation of law.
 - xvii. Concurrent investigation: A concurrent investigation of any Response to Resistance/aggression that is likely to result in serious injury or death or where there is a possible violation of law will be conducted in a manner as determined by the Chief of Police.
5. Response to Resistance/aggression reporting (lethal or less lethal weapon): The Officer will report Response to Resistance/aggression including less lethal or deadly force immediately to his or her immediate Supervisor and will, as soon as practical, file a "Response to Resistance/Aggression Report". In the event the involved Officer is incapacitated or otherwise incapable of making proper notification(s) or report(s), the Officer's immediate Supervisor will initiate such measures.
- i. The Supervisor will notify the applicable Bureau Commander and Command Staff via electronic mail prior to the end of the shift and will initiate investigation unless otherwise directed.
6. Response to Resistance/aggression reporting (weaponless force): Bodily force by means of a defensive tactic or technique or any other bodily force to overcome resistive tension shall be documented on a "Response to Resistance/Aggression Report". However, minor hand-to-hand control techniques, such as handcuffing, physically touching, or gripping to overcome minor resistive tension, or escort techniques shall be reported on an incident report or narrative of the arrest form. Any bodily force resulting in an injury must be reported on a "Response to Resistance/Aggression Report".

- i. The Supervisor will notify the applicable Bureau Commander and Command Staff via electronic mail of reportable RTR/A incidents prior to the end of the shift and will initiate investigation unless otherwise directed.
7. All in-custody injuries will be reported via Chief's Report including those not reported as a Response to Resistance event.

N. Review of Response to Resistance/ Aggression/ Discharge of Weapons incidents. (1.3.7)

1. A complete report and investigation of any Response to Resistance/aggression as required shall be forwarded to Senior Staff. The administrative reviews should determine whether there is policy, training, weapon/equipment, or discipline issues that should be addressed.

O. Employee Removal Pending Review (1.3.8)

1. In the event that an employee's actions, including Response to Resistance/aggression, result or are alleged to have resulted in the proximate death or serious physical injury of another, the employee shall be removed from line duty by the Shift Commander and placed on administrative leave pending an administrative review of the incident.
2. When practical, the first Officer on the scene following an Officer involved shooting shall secure the Officer's weapon and impound the weapon submit it as evidence. The on-duty Supervisor may provide a replacement weapon.
3. The employee shall be afforded the services of examined by a professional psychologist and/or psychiatrist while the case is under investigation and pending findings by the Chief of Police prior to returning to duty. Professional assistance may include critical incident stress debriefing.

P. Scene Security

1. The scene of any Response to Resistance incident resulting in death or serious bodily injury shall be secured immediately with a perimeter established for a sufficient distance to preserve any evidence. The following steps should be completed promptly:
 - i. Take immediate steps to secure the scene and control access.
 - ii. Take a series of photographs to show things that will or may likely change. Minimize inadvertent alteration of evidence while taking photos.
 - iii. Protect, or collect if necessary, evidence in danger of being lost or destroyed, such as shoe prints, fingerprints and firearms evidence.
 - iv. Record transient details such as vehicles in the area, lighting, weather, furniture moved for emergency medical personnel, etc.
 - v. Start a crime scene log of all persons entering the scene(s), the times of their entry and exit, and the reason for their entry.

Q. Notifications

1. Personnel on scene will immediately notify the on-duty Supervisor of the incident and its location(s) who in turn shall notify, or cause to be notified, the chain of command for the Department.

2. Personnel on scene ***shall NOT notify*** the Medical Investigator's Office or any other Department without the direct and specific orders of a Command Officer or the Chief of Police who shall make, or cause to be made, such notifications in a timely and appropriate manner.
3. The Chief of Police, or his or her designee, shall determine if Department personnel will process the scene and conduct any investigations or if an outside Department, such as the New Mexico State Police, will be called in to assist or handle the case. The Chief of Police may determine that an Internal Investigation and Criminal Investigation be conducted and shall assign those duties accordingly.
4. Should a serious injury or death occur to a member of the Department, the family shall be notified by the Chief of Police or designee. Family members may be provided transportation to the hospital and, if necessary, arrangements for family care will be made. All possible assistance will be rendered to the injured member and his or her family. A family liaison may be assigned.

R. Scene Investigation

1. The first Supervisor on scene shall be in charge and is responsible for:
 - i. Making sure the scene is safe and that no further threat is present;
 - ii. Summoning any additional assistance needed;
 - iii. Securing the scene;
 - iv. Directing the Officer(s) involved, medical and all other personnel;
 - v. Apprehending any fleeing person(s), if possible or appropriate.
2. Once it becomes apparent that an Officer has used deadly force, he or she shall limit their questioning of the Officer(s) involved to a basic determination of what happened, who was directly involved, who witnessed the incident and the location of the/any subjects not at the scene, if known.
3. Until determined by the Chief of Police, or his or her designee, as to who shall process the scene and/or conduct the investigation(s), the scene shall only be secured. No processing of the scene will be conducted until authorized by competent authority.
4. If any weapon or other instrument was involved in the use of deadly force incident, the Supervisor on scene shall promptly see to their being photographed in place first and then to the security and collection of such items. If the scene is secure, weapons or instruments will be left in place.
5. The involved Officer(s) will be separated and escorted from the scene to the Police Department, or if necessary to the hospital. If taken to the Department, he or she/they will be kept separated and appropriately isolated. If the Officer(s) involved is/are still in possession of their weapon(s) or the weapon(s) involved in the incident, they shall, as discretely as possible, be relieved of the weapon(s) and leather gear by a Command Officer. The Command Officer obtaining the weapon shall be responsible for its preservation and placement into evidence. If the weapon is in its holster it shall not be removed, opened, unloaded or tampered with in any way. The assigned investigative Officer will be responsible for its processing. The Command Officer may obtain and issue a replacement weapon(s) to the Officer(s) as soon as practical. The Officer(s) shall qualify with the weapon(s) before returning to duty.

6. The Officer(s) shall not be left alone for any reason during this time. Member(s) of the Department who are assigned to accompany the Officer(s) shall not engage in any questioning of the involved Officer(s) regarding the incident.
7. Any Officer involved shall cooperate fully with investigators and will submit to an interview if directed to do so by Supervisory or investigative personnel. They may also be directed to submit written reports or memorandums.
8. The investigator in charge will make arrangements, as soon as possible, for the involved Officer(s) to submit to a Toxicology or Tox Screen at the hospital's emergency room. This shall be done before any formal interview of the Officer(s). Two samples shall be collected, one for testing and the other for evidence.
9. All members of the Department involved, including those who assisted at the scene and during the initial investigation, shall complete all required reports, supplemental, memoranda, evidence forms and documents as soon as possible.
10. Members **SHALL NOT** discuss the incident amongst themselves or with others, **EXCEPT** for their attorney(s), Internal Affairs investigator(s), and/or criminal investigators assigned to the case.

S. Access to Involved Officers

1. Only the following persons may be present during questioning of an involved Officer:
 - i. The involved Officer.
 - ii. The involved Officer's attorney, at the Officer's discretion.
 - iii. Investigators assigned to the criminal investigation.
 - iv. Other appropriate person(s) as approved by the Chief of Police.
 - v. Union representation if appropriate.

T. Responsibilities of the Criminal Investigation Team Supervisor

1. Ensure that there is a thorough and impartial investigation of all incidents within the scope of the team's responsibilities in accordance with Department policy and procedures, and the laws of the State of New Mexico.
2. Forward to the Chief of Police a full copy of the completed investigation together with all associated photographs, documents and other information as a "CONFIDENTIAL" communication as soon as they are prepared.
3. After conferring with the Chief of Police, submit the case to the District Attorney's Office for review and preferment of charges or decision not to prosecute.
4. If in the event criminal charges are filed, to secure and retain all documents and evidence until the completion of any criminal or civil action(s) against the Department.
5. To ensure that every effort is made to protect the Officer(s) involved in a use of deadly force case and his or her/their families by not releasing any personal information such as, home address, phone numbers, family name, etc.

U. Responsibilities of Professional Standards Investigators

1. Respond to the scene of an incident when requested by the Chief of Police to observe the investigation, determine policy adherence, and report their observations to the Chief of Police.
2. Review all pertinent and appropriate cases submitted by the Detective Unit and/or outside agencies and to conduct their own Internal Investigation into the incident when so directed by the Chief of Police.
3. The Staff Services Commander will monitor all Response to Resistance incidents, maintain appropriate files and provide analytical reports to the Chief of Police on an annual basis or as requested.
4. Conduct an annual documented analysis of Response to Resistance/ aggression. The review is meant to determine patterns or trends that could indicate training needs and/or policy modifications. (1.3.13)
5. Keep the Chief of Police informed and advised of all Response to Resistance incidents and investigations in progress.

V. Public Information Responsibilities

1. Prior to making public any information in reference to a Response to Resistance incident or investigation, the Commander (or other designated individual), who is normally assigned the responsibility of Media Relations, will coordinate with the Chief of Police and any others designated by the Chief, to ensure that the information can be released without jeopardizing any investigation or Court order and that the information being released is as accurate as possible.

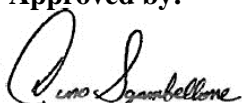
W. Post Critical Incident Support

1. Follow-up of the Officer's well-being will be the responsibility of the Officer's Supervisor or other individual assigned by the Chief of Police. The involved Officer(s) shall have immediate and reasonable access to a Chaplain and/or the Employee Assistance Program.
2. All involved Officers will be required to meet with a Department designated psychiatrist/psychologist and be released from their care prior to being released from Administrative Leave and returned to duty status. Any follow-up visits will be determined by the psychiatrist/psychologist.
3. All involved Officers will be required to meet with a Department Firearms Instructor and re-qualify with their weapon(s) before returning to duty status.
4. Members of the Department and their families are reminded and encouraged to take advantage of the County's Employee Assistance Program if needed.

X. Other Department Jurisdiction

1. In the event that a member of the Department is involved in a Response to Resistance incident in another Department's jurisdiction, that Department will assume the lead in any investigation. The member shall fully cooperate with that Department and the assigned investigators. The Chief of Police will assign a member of the Department to conduct a parallel investigation.

Approved by:



Dino Sgambellone
Chief of Police

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220 Missing Persons/ Alerts			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	41.2.5, 41.2.6		

I. Purpose

The purpose of this directive is to provide a standard operating procedure for the department response to missing persons.

II. Policy

It shall be the policy of the Los Alamos Police Department to fully investigate cases of missing persons (including runaway, abandoned, abducted or otherwise missing children and persons). The Department will utilize the Amber and Silver Alert Systems in situations deemed appropriate and consistent by the guidelines established by those plans. (41.2.6 (a))

III. Definitions:

Alert System: – Notice to Law Enforcement agencies, the news media and the public alerting them to a missing persons who meets a certain criteria within State Statute. Reference New Mexico State Statute for guidelines.

Amber Alert – alerting to the abduction of a child and providing appropriate information to assist in the location and recovery of the child who is in danger of serious bodily harm or death.

Silver Alert – alerting to a missing person who is fifty years or older and about whom there is a clear indication that the individual has an irreversible deterioration of intellectual faculties; such as suffering from dementia or other cognitive impairment

Britney Alert – alerting to a missing person about whom there is a clear indication that the person has a developmental disability as defined in Subsection A of Section 28-16A-6 NMSA 1978 and that the person's health or safety is at risk;

Missing Person- any person whose whereabouts are unknown, whatever the circumstances of the disappearance. A missing person is considered as such until located and the well-being of the person is established.

Missing Child- any person who is younger than 18 years of age, whose whereabouts are unknown, whatever the circumstances of the disappearance.

Missing Persons:

Missing Adult- any person who is 18 years of age or older

Runaway - any juvenile who intentionally leaves from their parent, guardian or authorized person in order to be free of control or restraint without the consent of his or her parent or guardian?

Critical Missing Person:

- all juveniles 13 years of age and younger regardless of the circumstances
- any missing person who has mental or behavioral disabilities
- any missing person who is drug dependent, including prescribed medication and/or illegal substances and the dependency is potentially life threatening
- a patient from a hospital that presents an imminent danger to him/herself or others
- any missing person believed to be in a life threatening situation
- any missing person believed to be in the presence of someone who could endanger the missing person's welfare
- any instance where there is a real or suspected danger of foul play
- other unusual circumstances where the on-duty Supervisor concludes the person should be considered critically missing or "at-risk" (41.2.5 (f))

Catastrophic Victim - Missing after a manmade or natural disaster.

IV. Procedures:**A. Collection and Recording of Information**

1. The Dispatcher who receives the report of a missing person will: (41.2.6 (e))
 - i. Collect appropriate information to assist the responding officer(s);
 - ii. Prioritize the call based on the factors received from the reporting person and dispatch officers accordingly;
 - a. If a missing juvenile is under the age of 13, all available units will be dispatched and respond.
 - iii. Collect essential information from the caller and transmit appropriate radio alerts and NCIC BOLO message providing descriptive information about the person, the person's last known location and, when appropriate, any information concerning potential abductors and their means and direction of travel to all Department personnel; (41.2.5 (b)) (41.2.6 (c))
 - iv. If possible, inform the reporting person that they should not disturb or tamper with the home, school or location where the missing person might have been or the missing person's belongings;
 - v. Where possible and appropriate, search Department records for information that may facilitate the search and investigation. These include records which establish whether incidents have been reported in the vicinity or may have some bearing on the case such as: complaints of attempted abductions; residents in the vicinity who are designated as sex offenders; a history of domestic incidents involving the missing person; criminal history of the missing person or others at the person's home address; prior reports of absence on the part of the missing person; and juvenile delinquency reports of the missing juvenile and/or siblings.
 - vi. Transmit appropriate alerts and make other appropriate notifications.
 - vii. Upon approval of the on-duty patrol Supervisor, or other competent authority, initiate activation of the Amber Alert System and notify the appropriate news media unless otherwise directed by the Patrol Supervisor or other appropriate commander.

B. Initial Call Response:

1. There is no minimum time requirement a person must be missing before a missing person investigation can be initiated.
2. Reports of missing persons will normally be assigned to patrol officer assigned to the area of occurrence, unless compelling circumstances indicate the case should be handled initially by the Criminal Investigations Division or School Resource Officers.

C. Initial Officer Responsibilities (41.2.6 (e))

1. Respond promptly to the scene of the report.
2. Verify that the child is in fact missing. Conduct a thorough search of the residence or area where the child is missing from. Distraught parents may fail to locate the child in their haste and concern and the child may have fallen asleep, become trapped or may be hiding in an overlooked place or location. Special attention should be paid to enclosures such as refrigerators, freezers and the interior of parked vehicles (to include their trunk areas) and other places where limited breathing air may place the child at an even greater level of danger. In the case of older children, ask parents if they have checked with the child's friends or perhaps have overlooked something the child may have said that would explain the absence. A search of the house should be conducted even if the child was last seen elsewhere.
3. Make an initial determination of the type of incident using extreme caution since the classification affects the way in which a case is handled in terms of evidence, information gathering, employment of additional resources, and information dissemination.
4. The following initial information will be gathered at a minimum by the responding officer as detailed as possible: (41.2.5 (a))
 - i. Name, address, and other personal data
 - ii. Physical description, with current photograph
 - iii. Clothing description
 - iv. Last known location
 - v. Probable destination
 - vi. Vehicle that may be involved
 - vii. Contributing circumstances, such as argument, personal pressures, or previous absences
 - viii. Health, habits, daily routine
 - ix. If part of Project Life Saver
 - x. A photograph of the missing person must be obtained, which shall become a part of the missing person folder and be returned to the family upon locating the missing person.
 - xi. Other specific information that could assist in locating the person.
5. Identify and interview every person at the scene.
6. Secure and safeguard the area as a potential crime scene.
7. The initial assigned officer will check following for the missing person:
 - i. Check within the home for the individual, Juveniles are often found hiding inside.
 - ii. Initiate a neighborhood investigation.
 - iii. Areas where the individual would often go.
 - iv. Check local hospitals to verify if the missing person has been admitted or treated.
 - v. Check criminal justice information services to determine if the person is in custody.

8. The assigned officer will notify the on-duty Supervisor for any missing person. (41.2.6 (b))
9. The initial officer will complete appropriate missing person reports- NCIC Missing Persons Transaction Entry and submit it to the on-duty Dispatcher for entry into NCIC. (41.2.5 (b)) (41.2.5 (c))
 - i. If missing person a juvenile and under the age of 18 years of age, an NCIC entry will be entered within 2 hours of being reported.
10. If the child is lost or missing, advising the local media without activating the “AMBER ALERT”, system may be considered and acted upon when approved by the on-duty Shift Supervisor.

D. Supervisor Responsibilities

1. The Supervisor shall: (41.2.6 (e))
 - i. determine the classification of the missing person as defined under critical missing person
 - a. contact the on-call detective in all critical missing person cases and request his/her assistance with locating/investigating the missing person
 - ii. Consider activation of the Amber Alert System and/or other immediate community notifications.
 - iii. Establish a command post, if appropriate.
 - iv. Organize and coordinate search efforts.
 - v. Ensure that all required and necessary notifications have been made
 - vi. Establish a liaison with the victim’s family.
 - vii. Ensure that the Department member responsible for media relations receives all appropriate information in a timely manner for dissemination.
 - viii. Update Daily Report with missing person information. Every Daily Report will have missing person information until located.

E. Investigator Responsibilities (41.2.6 (e))

1. When requested the on-call detective or other assigned detective will respond.
 - i. The on-duty Supervisor will brief and provide all available information to the assigned investigator
 - ii. The assigned investigator will assume responsibility for the investigation
2. The assigned investigator will perform a follow-up contact(s) with the reporting party to determine the current status of the missing person and details of the person's absence. (41.2.5 (d))

3. The assigned investigator will perform additional subsequent contacts as appropriate, dependent upon the circumstances surrounding the individual's absence, investigative leads and other variables unique to the particular situation. (41.2.5 (d))
4. The assigned investigator will conduct follow-up investigations and searches: (41.2.5 (e)) (41.2.6 (f))
5. Update descriptive information as it becomes available and forward to all appropriate personnel/agencies.

F. Critical Missing Person/Command Post Operations

1. The Supervisor will: (41.2.6 (e))
 - i. Determine if additional officers should be dispatched to the scene in order to conduct a physical search
 - ii. Determine if other personnel, special equipment, or other agencies are needed for assistance in conducting the search,
 - iii. Until relieved be responsible for the search operation and the coordination of all personnel and agencies involved. (41.2.5 (e))
 - iv. If the person is located during the search, the locating officer will transport the individual to his/her home, to a medical facility, or to the Police Department, depending upon the circumstances surrounding the situation. If medical attention is necessary, EMS should be notified and the person may be transported to a medical facility.

G. Missing Persons Located

1. In all cases, reporting parties shall be informed of the well-being of located missing persons.
2. Missing persons who return or have been located will be verified in person, whenever possible, and will be questioned to establish the circumstances surrounding their disappearance and whether criminal activity was involved.
3. If indicated, the appropriate social service agency will be contacted to assist with intervention, including, but not limited to, mental and/or physical health examinations and arrangements for family counseling.
4. The assigned Officer/Detective will notify the Communications Center to cancel the NCIC entry for the returned missing person. The reporting officer will also document the cancellation of the entry within the supplemental report. (41.2.5 (c))
5. A competent adult, having left home for personal reasons, cannot be forced to return home. Officers locating such person shall:
 - i. Advise the person that he/she is the subject of a missing person report;
 - ii. Ask him/her if he/she desires that the reporting person be made aware of his/her whereabouts;
 - iii. If the subject indicates that he/she does not want his/her whereabouts known by the reporting person and upon being satisfied as to his/her safety and well-being, notify the reporting jurisdiction via teletype or telephone.

H. Recovery or Return of a Missing Child

1. An Officer should verify that the child is located, and in fact, is the missing child. This allows the Officer to assess the child's medical condition and safety as well as obtain intelligence about the possible predator or abductor and assist in the prevention of future episodes.
2. Secure intervention services, if indicated.
3. Arrange, in the case of a runaway or missing child who is not wanted on a warrant or other violation, to be returned to his or her parent or guardian or appropriate children's shelter.
4. In the case of a runaway from another jurisdiction or for whom a warrant or pick-up order has been issued or an NCIC "hit" is received and verified, have the child placed in the appropriate facility as determined by the Juvenile Probation Officer for holding until proper authorities arrange for the child's return or disposition.
5. Complete the appropriate supplemental reports and cancel all outstanding notifications.
6. If Amber/Silver an Alert has been issued, appropriate cancellation procedures will be followed and forms will be completed.

V. State Wide Alerts

A. Procedures:

1. The Alert System is in place to provide a statewide procedure for the rapid dissemination of information regarding missing persons. The Alert system is managed by the State Police.
2. The responding Officer will evaluate each situation on its own merits and advise the on-duty Shift Supervisor of the circumstances.
3. The Shift Supervisor will make a judgment based on the facts and circumstances and, when appropriate, contact State Police who will authorize the activation of the "Alert" system when warranted. The types of Alerts are Amber, Silver and Britney Alert.
4. The Shift Supervisor should ascertain that the Department has sufficient information to believe that an immediate broadcast to the public will enhance efforts to locate and recover the missing person and/or lead to the apprehension of the suspect. This information requires as much descriptive information as possible about the abducted child, the abduction, descriptive information about the suspect, the suspect's vehicle, mental abilities, and developmental disabilities. Lacking sufficient information, an "Alert" should not be issued.
5. When appropriate, the Shift Supervisor, Commander, or Detective assigned the case shall direct that the Consolidated Dispatch Center (CDC) enter the missing person information into the NCIC Computer and request an Amber, Silver, or Britney Alert from the State Police.

B. Amber Alert System (41.2.6 (d))

1. The Amber Alert System is to provide a statewide system for the rapid dissemination of information regarding abducted children. The following criteria are required for an Amber Alert to be issued:
 - i. The child who is younger than 18 years of age

- ii. There is reasonable belief by Law Enforcement that an abduction has occurred.
 - iii. The Law Enforcement Department believes that the child is in imminent danger of serious bodily injury or death.
 - iv. There is enough descriptive information about the victim and the abduction for Law Enforcement to issue an “Amber Alert” to assist in the recovery of the child.
 - v. The child’s name and other critical data elements, including the Child Abduction flag, have been entered into the NCIC system.
2. When appropriate, the Shift Supervisor, Commander, or Detective assigned the case shall direct that the Consolidated Dispatch Center (CDC) enter the missing person information into the NCIC Computer and request an Amber Alert from the State Police. Text information surrounding the abduction of the child should be entered and the case flagged as a “Child Abduction.”

C. Silver Alert System

1. Silver Alert means a notification relating to an endangered person:
- i. who is a missing person;
 - ii. who is fifty years or older; and
 - iii. about whom there is a clear indication that the individual has an irreversible deterioration of intellectual faculties
 - a. such as suffering from dementia or other cognitive impairment
2. The Silver Alert program is designed to quickly locate missing persons who may be endangered.

D. Britney Alert System

1. “Brittany alert” means a notification relating to an endangered person:
- i. who is a missing person; and
 - ii. about whom there is a clear indication that the person has a developmental disability as defined in Subsection A of Section 28-16A-6 NMSA 1978 and that the person's health or safety is at risk.

Approved by:



Dino Sgambellone
Chief of Police

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223 Hostage/Barricaded Subject Incidents			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	33.6.2, 46.2.2, 46.2.3		

I. PURPOSE

The purpose of this General Order is to establish guidelines and procedures for hostage and/or barricaded subject incidents. This General Order will set a guideline for Hostage and Barricaded subject incidents; the complete procedure can be found in the Unusual Occurrences Manual.

II. POLICY

1. It is the policy of the Los Alamos County Police Department to seek the safe surrender of the subject(s) and to effect the release of any hostage(s) as soon as possible.
2. Barricaded and/or Hostage taking subjects pose an extreme danger to hostages, Law Enforcement Officers and others. Criminals who use hostages to escape or keep Law Enforcement Officers at bay are to be considered dangerous and desperate and, if allowed to escape, will pose a continuing threat to their hostage(s) and the public at large.
3. Although each situation will be different, there are basic tactics that are effective in barricade and hostage situations. These general tactics include stalling for time, negotiating and assaulting the subject's location. These tactics are best known as "The Three Ts," or Time, Talk and Tactics.

III. DEFINITIONS

BARRICADED SUBJECT – means an individual who has taken extra steps to secure him/herself in such a manner that he or she cannot readily be apprehended by Law Enforcement personnel. This includes locked doors, obstacles and barriers placed in approaches to the subject who intends to resist arrest and may include the use of firearms or other weapons in such resistance.

HOSTAGE – means an individual who is controlled by another against their will and prevented from leaving a building, vehicle or other area.

IV. PROCEDURES

A. Objectives

1. The primary objective of Law Enforcement in barricaded/hostage situations is the preservation of the lives of hostages, Police personnel, civilians, and the subject.
2. The secondary objective is the apprehension of the subject(s).
3. Responding Officers should confirm with the Consolidated Dispatch Center (CDC) that a barricaded/hostage situation is in fact in progress and request a Supervisor and appropriate backup personnel and support. This can include members from the Crisis /Hostage Negotiations Team as outlined in the Unusual Occurrence Manual.
4. Responding Officers should try to avoid a direct confrontation with the subject(s) in favor of controlling and containing the situation until appropriate personnel can arrive. Appropriate personnel may include a Command Officer, trained negotiators, or others who may be able to assist in bringing about a peaceful resolution to the situation.

5. Officers should generally not take independent action but rather work as a team under the direction of one Supervisor who works with the Crisis Negotiations and Tactical Team members.
6. The Supervisor should contact the CDC and request that Los Alamos Fire personnel be dispatched to the Staging Area for any needed medical attention.
7. If necessary, communications with other Law Enforcement agencies should be established by the Supervisor or Commander on-scene.
8. Intelligence information about the subject(s), hostages and the location or area involved can be useful and should be gathered as soon as possible. The information should be forwarded to the Command Post/ Crisis Negotiation/ Tactical team members in a timely manner.
 - i. Subject information includes:
 - a. Family/friends
 - b. Work background
 - c. Initial crime reason for incident
 - d. Number and gender of subjects involved
 - e. Location of subject(s)
 - f. Physical and clothing description of subject(s)
 - g. Types of weapons and ammunition in possession of the subject(s)
 - h. Any military or other special training and knowledge the subject(s) may have
 - i. Prior arrests or convictions
 - j. Medical/psychiatric history
 - k. Previous terrorist/hostage activity
 - l. Social/cultural background
 - m. Use of, or access to, alcohol, drugs or medication
 - ii. Hostage information includes:
 - a. Number of hostages
 - b. Gender of hostage(s)
 - c. Physical and mental condition of hostage(s)
 - d. Physical and clothing description of hostage(s)
 - e. Relationship to the subject(s) (friends, spouses, relatives, strangers)
 - f. Location of the hostage(s)

B. Command Post

1. The Shift Supervisor is responsible for establishing a Command Post in a secure area out of sight of the subject(s), with a safe approach for responding personnel. The Command Post should not be located adjacent to the inner perimeter but rather at and inside the outer perimeter to prevent interference from the media and other unauthorized personnel. If possible the Command Post should have access to telephone service or be in an area where cell phones can be used and recharged as necessary. If necessary and authorized by a Command Officer and the Battalion Chief on duty, the Fire Department's Mobile Command Post may be used for the situation.

C. Staging Area

1. The Shift Supervisor will, if necessary, also establish a Staging Area in a secure location. The Staging Area should have access to toilet facilities, food, water and necessary refreshments for responding, but not yet assigned, personnel. The Staging Area should also serve as a rest area for personnel assigned to the perimeters. The Staging Area should have adequate parking and an area that can be used for any "Medivac" or other helicopter support.

D. Public Information Officer (PIO) and the News Media

1. If necessary, a Command Officer shall designate a PIO who shall be responsible for coordinating any news release(s) and providing the information to the media in accordance with Department Policy. The PIO will establish an area outside of the Command Post to meet with members of the media on a scheduled basis.
2. The on-scene Command Officer will arrange for trained negotiators, if possible, to try and resolve the situation without any injuries.

E. Negotiation Procedures

1. If the Los Alamos Police Department Hostage Negotiations Team is unavailable, the New Mexico State Police Hostage Negotiations Team is available to assist the Department in resolving a hostage/barricaded subject situation, if required. The Chief of Police (or his or her designee) will make the decision to request this assistance. The Hostage Negotiations Team is requested through the District 1 CDC in Santa Fe. State Police may require an Arrest and/or Search warrant prior to responding.
2. The Hostage Negotiations team will have a representative at the Command Post. The Hostage Negotiations Team will make its own tactical decisions upon being deployed at the scene of the incident. Department personnel maintain their positions until or unless directed otherwise.

F. Use of Force

1. Offensive actions against the subject(s) shall be used as a last resort unless the subject(s) present an imminent danger to life and safety.
2. Officers will use force in accordance with the General Orders 218 and 219.


G. Use of Tactical Team (33.6.2)

1. If the Department does not have a Tactical Team, the New Mexico State Police Tactical Team is available to assist the Department in resolving a hostage/barricaded subject situation, if required. The Chief of Police (or his or her designee) will make the decision to request this assistance. The Tactical Team is requested through the District 1 CDC in Santa Fe. State Police may require an Arrest and/or Search warrant prior to responding. (46.2.2, 46.2.3)
2. The Tactical Team will have a representative at the Command Post. The Tactical Team will make its own tactical decisions upon being deployed at the scene of the incident. Department personnel maintain their positions until or unless relieved by members of the Tactical Team.

H. After-action Report

1. As soon as possible after the completion of the event, the Incident Commander will ensure that a debriefing of all involved personnel is held and that all necessary reports are completed, evidence is secured, and all other appropriate actions relating to the event are handled and completed. He or she shall prepare an overall report or summary of the incident for the Chief of Police as soon as possible.

Approved by:



Dino Sgambellone
Chief of Police

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224 Clandestine Laboratories			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:			

I. PURPOSE

The purpose of this General Order is to establish guidelines and procedures regarding clandestine laboratories.

II. POLICY

It is the policy of the Los Alamos County Police Department to proceed in a safe and prudent manner when dealing with clandestine laboratories so as to safeguard all members of the Department and the community from exposure to dangerous chemicals and explosives.

III. DEFINITIONS

CLANDESTINE LABORATORY – means an illicit operation consisting of a sufficient combination of apparatus and chemicals that has been, is currently, or has been used in the manufacturing (cooking) or synthesizing of controlled substances. Clandestine laboratories can include indoor marijuana grows given various molds that may develop and be injurious to responding personnel.

EXPOSURE or EXPOSED – means the ingestion, inhalation, or absorption through the skin, eyes, or mucous membranes or any other contact with a hazardous substance.

HAZARDOUS CHEMICAL – means any chemical which is a physical hazard or a health hazard.

HAZARDOUS SUBSTANCE – means any biological agent or other disease-causing agent; which after release into the environment and upon exposure, directly or indirectly, will or may reasonably be anticipated to cause death, disease, behavioral abnormalities, cancer, genetic mutation, physiological malfunction or physical injuries and/or deformities in such persons or their offspring.

IV. PROCEDURES

- A. The Department is committed to the safety of all personnel in the performance of their duties and to the community. Maximum effort will be made to provide members of the Department with information on clandestine laboratories and the precautions to take when one is discovered.
- B. Clandestine laboratories are considered high risk and may contain hazardous waste material.
- C. Upon the discovery of or confirmation of information relating to a clandestine laboratory, the Consolidated Dispatch Center (CDC) shall be immediately notified. CDC personnel will notify the on-duty Supervisor, Operations Commander, Detective Unit and other appropriate Command Officers.
- D. Members of the Department shall not knowingly enter a clandestine lab before the scene has been cleared absent life saving measures. In cases where members do enter a clandestine laboratory, and are exposed, they will document their involvement and be examined by a physician for possible treatment.

- E. As it is impossible to set forth exact procedures for every situation, it is the duty and responsibility of personnel involved to use their best judgment based on training, experience and knowledge of Department Policies and Procedures, training, and community resources and conditions when faced with such unique and difficult situations.
- F. Due to the volatile, explosive and unstable nature of a clandestine laboratory, Department personnel may discontinue use of and turn off all electronic equipment within one hundred (100) yards of the scene. At the discretion of the ranking Supervisor on-scene, the Los Alamos County Fire Department may be requested to respond and stand by in case medical assistance or fire-fighting tactics are needed.
- G. When members suspect or become aware of a location that is involved in the production of drugs or other type of clandestine laboratory when handling a call for service or conducting a residence or business check, they shall:
 - 1. Be attentive to items in plain view as this may be the only information available about the scene until trained personnel can assess the situation. Exterior indicators of a clandestine laboratory are, but not limited to the following:
 - i. Odor in and/or around the building or vehicle
 - ii. Covered windows on the residence
 - iii. Unusual pipes or vents coming out of the building
 - iv. Occupants smoking outside of the building may be an indicator
 - v. Refusal of delivered services (e.g., hotel or motel housekeeping, postal service).
 - 2. Be attentive to the actions of individuals under the influence of methamphetamine. Certain individuals may show signs of:
 - i. Excitability or excessive talking
 - ii. Headaches
 - iii. Dilated pupils
 - iv. Redness of skin
 - v. Abdominal cramps
 - vi. Severe mood swings
 - vii. Fever, rapid heart beat
 - viii. Hostility
 - ix. Extreme paranoia
 - x. Tremors
 - xi. Erratic or irrational comments or ideas
 - xii. Runny or bloody nose
 - 3. Chemicals associated with clandestine laboratories pose a major health and environmental risk to exposed members and the community. Therefore, the following general safety guidelines should be followed:
 - i. Do not turn the electricity on or off.
 - ii. Do not turn off any water supplies.
 - iii. Do not touch anything. Just walking into the residence may contaminate the soles of your shoes.
 - iv. Do not attempt to dismantle the lab or stop the “cook.”
 - v. Immediately remove yourself, any occupants and other persons deemed to be in possible immediate danger to a “safe area” away from the lab (at least 100 yards).
 - vi. Do not eat or drink near the lab site.
 - vii. Do not smoke or ignite any flammable materials.

- viii. Do not put any objects in the mouth. Objects such as pens, pencils, chewing tobacco, cigarettes, gum, candy, etc., should be thrown away, not taken into the site, and/or “sanitized.”
 - ix. Notify the CDC and request the on-duty Supervisor.
 - x. Detain any occupants and/or witnesses.
 - xi. Treat the site as a major crime scene.
 - xii. It is imperative that no one enter the premises when a clandestine lab or hazardous materials scene has been discovered. Be aware that toxic chemicals are not easily detected.
4. When Officers stop a vehicle on a traffic stop or checkpoint and clandestine laboratory equipment, illicit chemicals, or hazardous materials are detected or observed in the vehicle, they shall:
- i. Remove themselves and the occupants away from the vehicle and detain the occupants.
 - ii. Do not move the vehicle from its current location.
 - iii. Do not tow or touch anything on or inside the vehicle.
 - iv. Divert traffic around the vehicle until cleared.
 - v. Be aware of sharp objects and other possible lab items when searching the individual(s). Needles and razor blades are commonly associated with these individuals.
 - vi. Contact the CDC and request a Supervisor.
5. Operating a Police radio, mobile or cell phone, or any other type of electronic equipment in close proximity to the site of the lab can create an explosion. Therefore, radio and telephone communications may be discontinued within 100 yards of the lab site.
6. The responding Supervisor will evaluate the incident. If a clandestine lab, illegal or hazardous materials are determined to be present, he or she will:
- i. Contact the CDC and initiate the appropriate notifications.
 - ii. Request and assign the necessary personnel to protect the scene and provide appropriate safety measures such as notifying the Los Alamos County Fire Department, New Mexico State Police, evacuating individuals who may be in immediate danger in case of explosion, etc.
 - iii. Establish a command post and initiate major crime scene procedures.
7. The first person to discover a clandestine lab site may potentially be exposed to significant hazards. Initial actions at the scene may preserve individual safety and protect other personnel and the environment. Critical safety actions include requesting assistance, warning others, isolating the area, and providing important response information. The following safety actions should be adhered to:
- i. Do not enter or re-enter the site after initial discovery.
 - ii. Do not enter spill areas.
 - iii. Do not rescue someone unless personal safety can be maintained.
 - iv. Request the on-duty Supervisor.
 - v. Secure the area.
 - vi. Observe from a distance.
 - vii. Evacuate at the first sign of potential danger or exposure.
 - viii. Observe with the eyes, not the hands. Avoid contact with anything at the scene.
 - ix. Avoid areas with odors, discoloration, visibility impairment, etc. Stay upwind/upgrade and at a safe distance of at least 100 yards.
 - x. Do not hesitate to immediately request assistance.

- H. Law Enforcement personnel have encountered various types of concealed traps at clandestine drug laboratory sites. Caution should be used when entering a clandestine lab and Department personnel should refrain from touching anything. If a trap is discovered, members will leave the site and immediately notify the Bomb Team. The following is not a complete list, but a generic description of some types of concealed traps:
1. Small balls of foil containing a strong oxidizer, reactive metal and solvent. These balls are extremely shock sensitive, unstable, and explosive. They are usually the size of a large marble or golf ball.
 2. Light switches wired to a flammable liquid container, booby-trapped light bulbs, or other explosives.
 3. Refrigerator doors and their internal light bulbs wired to detonate an explosive liquid when opened.
 4. Mock videocassettes altered to detonate an explosive when placed into a video player.
 5. CO2 cartridges, gun barrels, steel pipes, and “dummy” pineapple grenades (WW II type) filled with explosive material and connected to a detonating device.
 6. Hydrogen Cyanide Gas generators (a make-shift container with some type of acidic chemical designed to spill onto a toxic chemical).
 7. Open flammable liquid adjacent to an incendiary device.
 8. Attack dogs and poisonous/dangerous snakes.
 9. Monofilament trip lines connected to a chemical or explosive booby-trap(s) and/or firearms; e.g., an explosive device or shotgun rigged to a doorknob, doorway, or main entry.
 10. Compressed gas cylinders with discolored valves.
 11. Camping coolers or thermoses.
- I. **Contamination** -- There are several ways that members may accidentally come in contact with dangerous chemicals or hazardous materials. The touching of an individual during an arrest or assist could cause a member to become contaminated if that person has been exposed to a clandestine lab or hazardous materials.
1. Disposable gloves should be worn before coming into physical contact with any part of the person’s body. Personal gloves should not be used as a substitute for disposable gloves. If personal gloves do become contaminated, they should be treated as hazardous material and disposed of at the scene in accordance with directions from the Supervisor in-charge.
 2. Do not eat or drink anything until after being decontaminated.
 3. Remember that clothing and shoes will absorb chemicals and can contaminate their homes and families.
 4. Avoid contaminating other people or things, such as Department vehicles.
 5. Get medical attention, if necessary.

J. Decontamination

1. The Fire Department will determine the level of decontamination necessary at each scene.
2. No one is to be released from the scene until the Fire Department has authorized their release. If any person has been contaminated, the Fire Department will determine which level of decontamination should be given.
3. Persons who have been contaminated or feel they have been exposed as a result of being near the site will be decontaminated and receive appropriate medical attention.
4. If transportation to the Los Alamos County Medical Center is needed, this will be organized by the Fire Department.

K. Recovery of Chemicals

1. When only chemicals are present that are not of evidentiary value, they shall be disposed of as directed by the Fire Department. At no time will hazardous materials be transported or stored at the Police Department.
2. If chemicals are determined to be of evidentiary value, they shall be collected, analyzed, and processed as directed by Law Enforcement Personnel.
3. When a clandestine laboratory is present, the situation will be handled as if a major crime scene and individuals responsible will be charged with appropriate criminal charges.

Approved by:



Dino Sgambellone
Chief of Police

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225 Evidence and Property Control			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	84.1.1		

I. PURPOSE

The purpose of this General Order is to establish guidelines, procedures and responsibilities for the identification, collection, examination, storage and purging of evidence and property by Los Alamos County Police Department personnel.

II. POLICY

- A. All property shall be logged, using an electronic (RMS) voucher, before the Officer ends his or her tour of duty. (84.1.1 (a))
- B. All evidence and property coming into the custody of the Department shall be placed in the Evidence Lockers or other appropriate locations no later than the end of the shift on which it was received together with the required documentation. (84.1.1 (b))
- C. It is the policy of the Los Alamos County Police Department that all evidence and property that comes into Police custody will be turned over to and stored in compliance with the procedures established by the Evidence Packaging Manual and Evidence Room Manual. Evidence manuals are available via computer on the Department's "N-Drive" and on the Intranet in the policy Manual folder. (84.1.1 (d))
- D. Each item of evidence, recovered or found property obtained will be described and documented within RMS by the Officer/employee who processes/recovers the evidence or property. The circumstances by which the item(s) came into possession of the Department will be included in a Case Report as soon as possible. (84.1.1(c))
- E. Property of high value require added protection, that includes money, weapons, narcotics, dangerous drugs, and overflow evidence will be stored in a secure and approved Department property storage area. (84.1.1 (e))
- F. Found, recovered or other property acquired for safekeeping shall be collected, stored and purged in accordance with the Evidence Manual.
- G. It shall be the responsibility of all Los Alamos County Police Department employees collecting evidence, to ensure that all evidence is collected, properly documented, packaged and stored in accordance with the Department's Evidence Manuals.
- H. The Evidence Technician shall be responsible for the control of all property and evidence collected and submitted to his or her custody. The Evidence Technician shall ensure that all evidence and property is secured and controlled in accordance with the Evidence Room Manual.
- I. It is the policy of the Los Alamos County Police Department to ensure that there is strict accountability for all evidence and property collected and that the "chain of custody" is properly maintained.

III. DEFINITIONS

EVIDENCE – means any and all items that are associated with a criminal offense or investigation that prove or disprove the facts or any items designated as evidence by a Law Enforcement Officer.

EVIDENCE CUSTODIAN – The Evidence Custodian refers to any Department personnel so assigned by the Chief of Police or his or her designee. It also refers to any Assistant Evidence Custodians as may be appointed when the Evidence Custodian is not available.

EVIDENCE/PROPERTY DISPOSITION AUTHORIZATION – means a printed form given to the submitting Officer to authorize the release, disposal, or retention of evidence.

EVIDENCE REQUEST FORM – refers to the form that will be completed by the requesting Officer and submitted to the Evidence Custodian not less than forty-eight (48) hours (or two normal working days for the Evidence Custodian) prior to its being needed by the Officer.

EVIDENCE SHEET – means an itemized list of evidentiary property generated by the Records Management System (RMS) program.

FOUND PROPERTY – means non-evidentiary property that has been lost, turned into the Department and that is not attributed to a criminal offense or investigation.

NOTICE TO CLAIM FORM – means a printed form sent to the owner of property when the property is ready for release.

PROPERTY RECEIPT – means a printed form identifying the property taken in for safekeeping and identifying the owner, if known.

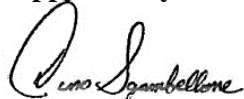
PROPERTY RELEASE FORM – means a printed form used when any property taken in by the Department is released to the owner.

SAFEKEEPING – means non-evidentiary property that is being held for temporary protection.

IV. PROCEDURES

- A. All employees of the Los Alamos Police Department will follow and adhere to the Evidence Manual and Evidence Room Manual. Procedures to properly package and store evidence and/or property can be found in the Evidence Manuals.
- B. All evidence collected shall be packaged in accordance with the Evidence Manual before being placed into evidence lockers or turned over to the Department's Evidence Technician.
- C. Items of evidence that do not readily conform to the following packaging requirements shall be referred to the Department's Evidence Technician for directions.

Approved by:



Dino Sgambellone
Chief of Police

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227 Bomb Team			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:			

I. PURPOSE

The purpose of this General Order is to establish guidelines for the utilization and operation of the Los Alamos County Police Department Bomb Team. The primary purpose of the Bomb Team is to provide for the safety of personnel and citizens in the response, deployment and handling of explosives related incidents and to provide for the safe transportation and/or the disposal of explosive materials.

II. POLICY

It is the policy of the Los Alamos County Police Department to maintain a well-equipped and professionally trained Bomb Team. It shall further be the policy of the Department to procure and render aid and equipment as needed to other Bomb Teams and Bomb Technicians in accordance with mutual aid agreements and the Mutual Aid Act. This policy covers general response using a Bomb Team, however the entire procedure can be found in the Unusual Occurrence Manual.

III. DEFINITIONS

BOMB TEAM – means a specially trained group of personnel that respond to actual or suspected explosive devices. The Bomb Team consists of one Bomb Team Commander appointed by the Chief of Police of the rank of Sergeant or higher who possesses current Bomb Technician certification by the FBI Hazardous Devices School. The Bomb Team also consists of a maximum of five Officers of the rank of Corporal or higher and who possess, or who will possess within three years of appointment to the Bomb Team, current Bomb Technician certification from the FBI Hazardous Devices School.

BOMB TEAM ASSISTANT – means a Los Alamos County Police Officer who has been assigned to the Bomb Team and who is awaiting training at the FBI Hazardous Devices School.

BOMB TEAM COMMANDER – means the Los Alamos County Police Officer who has been appointed by the Chief of Police to be in charge of the Bomb Team.

BOMB TEAM RESPONSE VEHICLE – means a vehicle equipped with emergency lights, siren and specialized equipment that is specifically designed for the purpose of Bomb Team responses. This vehicle is also equipped to tow an explosives transport trailer.

CERTIFIED BOMB TECHNICIAN – means a public safety official with current certification and who has been specifically trained according to Federal Guidelines in the handling of explosive materials. Bomb Technicians must have graduated from and be currently certified by the FBI Hazardous Devices School.

DOWN RANGE – means the danger zone surrounding any potential explosive material or device as defined by the Bomb Team Commander, or his or her absence, by the senior Bomb Technician on any scene, demolition site, explosives range or disposal area.

ESCORT VEHICLES – vehicles that are utilized for escorting Bomb Team Response Vehicle and/or the Explosives Transport Trailer in which a bomb, suspected explosive device or explosive material is transported.

EXPLOSIVES TRANSPORT TRAILER – means a trailer specifically designed with a holding container capable of venting gas and fragmentation upward in the event of an explosion during transport; single vent or a trailer specifically designed with a holding container that is described as a TCV (Total Containment Vessel).

FACILITY MANAGER – means the person who has been designated to have the authority over and who has the responsibility for real property and personnel at a given facility.

FBI – means the Federal Bureau of Investigation.

HANDS ON – means any action taken by a Bomb Technician or other person that touches, manipulates, moves, disturbs or disrupts any suspicious item, package or device on any Bomb Team response or any potential Bomb Team crime scene. This includes the actual hands on activities or by any other means including the use of robots, hot sticks or other devices or equipment.

HAZARDOUS ITEM SEPARATION – means the separation of explosive or incendiary chemical compounds from fused and/or detonating devices.

IED – means an Improvised Explosive Device.

INCIDENT COMMAND SYSTEM (ICS) – means the standardized on-scene, all hazard incident management concept. ICS allows its users to adopt an integrated organizational structure to match the complexities and demands of single or multiple incidents. ICS consists of procedures for controlling personnel, facilities, equipment and communications.

MUTUAL AID – means the commitment of services, personnel and/or equipment between Law Enforcement agencies during an emergency.

MUTUAL AID ACT – means any state, county or municipal Department having and maintaining Peace Officers (as defined by the State of New Mexico) may enter into mutual aid agreements with any public safety Department with respect to Law Enforcement, in accordance with State Law.

RENDER SAFE – means actions performed by the Bomb Team in an effort to prevent the detonation or explosion of a suspected explosive device.

SUSPECT DEVICE – means any item purchased, container or other material suspected of having an explosive or incendiary potential that includes, but is not limited to, homemade bombs (Improvised Explosive Devices), military ordinance, and explosive or incendiary chemical compounds. This *does not* include small quantities of rifle/shotgun/handgun ammunition and legal fireworks.

UP RANGE – means the safe zone surrounding any explosives material or device as defined by the Bomb Team Commander, or in his or her absence, the by the Senior Bomb Technician on any scene, demolition site, explosives range or disposal area.

UXO- means unexploded ordinance.

IV. PROCEDURES

- A. The Los Alamos County Police Department Bomb Team **will be called out** in accordance with General Order 212 – Specialized Units Call-Out Criteria.

1. Bomb Team call-outs may include but are not limited to:
 - i. Suspicious packages or devices
 - ii. Suspect device
 - iii. Found or located military ordinance
 - iv. Found or located explosives
 - v. Homemade explosive devices such as pipe bombs or any other type of Improvised Explosive Device (IED).
 - vi. Assisting other Bomb Teams (in accordance with the Mutual Aid Act).
 - vii. Bomb Threats
 - viii. Dignitary protection support
 - ix. Post blast investigation

B. The Incident Command System (ICS) and Bomb Team Responses

1. The Incident Command System will be utilized on all Bomb Team responses as determined by the Bomb Team Commander or his or her designee.
2. In all Bomb Team related events within Los Alamos County in which the ICS is implemented, an Officer from the Los Alamos County Police Department will function in the role of Incident Commander and will act as the Incident Commander either independently or as part of a Unified Command. The Department's Incident Commander will have the final word in all incident related decisions and will act as the Spokesperson from Command and general staff members into the Unified Command.
3. Members of the Bomb Team shall establish inner and outer perimeters at all Bomb Team scenes.
4. The Incident Command Post will be established outside the inner perimeter in an area designated by the Bomb Team.
5. Bomb Team operations will be established outside of the inner perimeter and inside the outer perimeter an area designated by the Bomb Team.

C. Evacuations

1. The order to evacuate will be passed along by word of mouth if possible and handled in an orderly manner to prevent panic and unnecessary injury.
2. The facility manager or his or her designee will be consulted regarding possible evacuation routes and, if time permits, those areas shall be searched prior to any evacuation.
3. Care must be taken to ensure that all occupants are out of the building or hazardous/danger area and that they are not allowed to re-enter without permission of the Bomb Team Commander or his or her designee.
4. It is the responsibility of Emergency Responders and facility occupants to always look for secondary devices in all places, especially along evacuation routes and in evacuation areas.
5. Evacuees will be taken a *minimum* of three-hundred (300) feet from the scene (500 feet, if possible) and directed to seek and stay behind cover.
6. Other factors to consider when determining the a safe distance doe evacuation may include:

- i. The proximity to other potentially hazardous areas
 - ii. The location of adjacent/adjoining buildings
 - iii. The proximity to occupied areas
 - iv. The scope and magnitude of the threat
 - v. The availability of adequate cover
- D. When a suspect device has been reported within Los Alamos County, the following responses shall be initiated:**
- 1. Initial Notifications. The Consolidated Dispatch Center (CDC) shall:
 - i. Whenever a suspect device threat call is received originally by the CDC, the CDC call taker shall elicit as much information as possible from the caller/suspect (i.e., motive, type and number of device(s), type and quantity of explosives, its/their locations, etc.) in accordance with CDC procedures.
 - ii. Whenever a suspect device threat has been made directly to a target site, the CDC call taker will attempt to ascertain who received the call and the exact conversation that took place, as close to verbatim as possible.
 - iii. Dispatch a Patrol Officer to the scene.
 - iv. Notify the on-duty Shift Commander and/or Operations Commander.
 - v. If requested or needed at the scene, notify the Bomb Team to respond to the scene.
 - vi. Relay information from the on-scene Patrol Officer, Shift Commander or Operations Commander to the Bomb Team in a timely manner.
 - vii. Notify other personnel in accordance with the following General Orders: GO 211 – Command Staff Notification, GO 212 – Specialized Unit Call-Out Criteria, and, where appropriate and/or requested by the on-duty Shift or Operations Commander, GO 224– Clandestine Laboratories.
 - 2. Initial Response. Initially upon arrival, the on-scene Patrol Officers shall:
 - i. Power off all radio transmitter equipment and cellular phones within 500 feet of the response location.
 - ii. Always look for and be alert to the possibility of secondary devices that may present at, near or around the scene.
 - iii. Attempt to locate and interview the person who located the suspected device or who received the bomb threat in order to verify the original information and to obtain all additional pertinent information. The Officer should also attempt to locate, identify and interview any other witnesses to the incident.
 - 3. When the existence of a suspected package or device is confirmed at the scene, the on-scene Patrol Officers will:
 - i. Seek a safe place from behind cover from which to control the scene.
 - ii. Maintain a safe distance of a *minimum* of three-hundred (300) feet and avoid physical contact with, close examination of, or movement of the suspected device. **DO NOT TOUCH THE DEVICE.** This restriction shall apply to ALL personnel except for Certified Bomb Technicians of a certified Bomb Team.
 - iii. Advise the CDC that the Bomb Team will be needed on the scene and to advise the on-duty Shift and/or Operations Commander.
 - iv. Provide the CDC with information on the situation/device including the incident risk potential which may be established as follows:
 - a. No immediate hazard to persons or property (e.g., the suspect device is located on vacant property at a safe distance from persons, animals, structures and property).

- b. No immediate hazard to persons or animals, however, potential hazard exists to structures or other personal property (e.g., the suspect device is located in or near a structure or vehicle with persons a safe distance away).
- c. Potential hazard to human life (e.g., the suspect device is located in a populated area or in a building which has not been evacuated).
- d. Secure all Bomb Team scenes and not release the scene until they are relieved by the on-duty Shift or Operations Commander AND a certified Department Bomb Team Technician.

E. Bomb Team Response

1. Only Certified Bomb Team Technicians shall be involved in the render safe or other operations down range or in close proximity to a suspect device. The Bomb Team Assistants may assist the Certified Bomb Technicians during these procedures in an up range capacity only.
2. If the Bomb Team Commander, or designee, cannot be located, the request for the Bomb Team shall be referred to the next available Bomb Team member.
3. The response by the Bomb Team shall be made by no less than two members of the Bomb Team. At least one of the responding Bomb Team members shall be a Certified Bomb Technician. If render safe, transport, or other hands on procedures are to be undertaken, a minimum of two Certified Bomb Technicians must be on the scene.
4. If no contact is made with a Department Bomb Team member, the on-duty Shift or Operations Commander shall be notified and assistance requested from another FBI accredited New Mexico Bomb Team. Attempts should be made to contact the following agencies in the following order until a minimum of two FBI Certified Bomb Technicians are responding:
 - i. The New Mexico State Police Bomb Team
 - ii. The Albuquerque Police Department Bomb Team
 - iii. The Farmington Police Department Bomb Team
 - iv. The Santa Fe Police Department EOD Unit
 - v. The Dona Anna County Sheriff's Office Bomb Team

F. Reports / Investigations

1. The responding Patrol Officer will complete the initial RMS case report containing all information pertaining to the Bomb Threat or Bomb Team call-out. The report will be forwarded to the Bomb Team Commander and the Investigations Supervisor for review. The Investigations Unit is responsible for conducting the follow-up investigations for bomb incidents. Bomb Team personnel will provide technical assistance during both the preliminary and follow-up phases of the investigation. Additional technical and investigative resources may be utilized including, but not limited to, the Bureau of Alcohol, Tobacco, Firearms and Explosives (BATFE) or the Federal Bureau of Investigation (FBI).
2. As directed by the Bomb Team Commander or senior Certified Bomb Technician on-scene, Bomb Team members will complete RMS supplemental narratives.

G. Bomb Team Training Requirements and Responsibilities

1. The Bomb Team Commander shall ensure that all members of the Bomb Team receive the required basic and supplemental training in regards to explosive devices. Such training shall include, but not be limited to, the following:

- i. All federally required training
 - ii. All state mandated training
 - iii. All In-service training
2. The Bomb Team Commander or designee will be responsible for maintaining all training files regarding the Bomb Team and its personnel. Copies of all training will be submitted to the Department's Training Unit.
3. The Bomb Team Commander is responsible for the proper Staff Services, management and supervision of the Bomb Team. He or she will ensure that Bomb Team personnel adhere to the policies, procedures and safety guidelines established for its operations.
4. The Bomb Team Commander, on an annual basis, will review all General Orders, policies, procedures, and training regarding the Bomb Team and its personnel.
5. On no less than a quarterly basis, the Bomb Team Commander will conduct an inspection of all vehicles and equipment assigned to the Bomb Team and verify to the Chief of Police that all vehicles and equipment are in serviceable condition and ready for immediate service and deployment.
6. All explosive material, including that used for training, shall be properly secured and accounted for by the Bomb Team Commander.
 - i. A secure location will be designated by the Bomb team commander with the approval of the Chief of Police.

Approved by:



Dino Sgambellone
Chief of Police

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228 Mental Health			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	41.2.7		

I. Procedures

A. Emergency Health Evaluation (41.2.7 (a))

1. Mental illness is often quite difficult to define in a given individual. Department members are not expected to make judgments of mental or emotional disturbance, but rather to recognize behavior that is potentially destructive and/or dangerous to oneself or others. The following guidelines, which can be used on the street as well as during interviews and interrogations, are generalized signs and symptoms of behavior that may suggest the presence of a mental illness.
 - i. Mental Disorder is defined as a substantial disorder of a person's emotional process, thoughts or cognition that grossly impairs judgment, behavior or capacity to recognize reality, but does not mean a developmental disability
 - ii. Department members should not rule out other potential causes including, but not limited to, reactions to narcotics or alcohol or temporary emotional disturbances that are situational motivated. Department members should evaluate related symptomatic behavior in the total context of the situation when making judgments about the individual's mental state and need for intervention, absent the commission of a crime.
 - iii. Mentally ill persons may show signs of strong and unrelenting fear of persons, places or things. The fear of people or crowds, for example, may make the individual extremely reclusive or aggressive without apparent provocation.
 - iv. Mentally ill persons may be easily frustrated in new or unforeseen circumstances and may demonstrate inappropriate or aggressive behavior in dealing with the situation.
2. New Mexico State Statute states that an Officer may detain and transport a person for emergency mental health evaluation and care in the absence of a legally valid order from the court only if:
 - i. The person is otherwise subject to lawful arrest;
 - ii. The Peace Officer has reasonable grounds to believe the person has just attempted suicide;
 - iii. The Peace Officer, based upon the Peace Officer's own observation and investigation, has reasonable grounds to believe that the person, as a result of a mental disorder, presents a likelihood of serious harm to himself or herself or to others and that immediate detention is necessary to prevent such harm; or

- iv. A physician, a psychologist or a qualified mental health professional licensed for independent practice who is affiliated with a community mental health center or core service agency has certified that the person, as a result of a mental disorder, presents a likelihood of serious harm to himself or herself or to others and that immediate detention is necessary to prevent such harm. Such certification shall constitute authority to transport the person.
- 3. A person detained under this law shall, whenever possible, be taken immediately to an evaluation facility. Detention can be used as temporary shelter for such persons only in cases of extreme emergency for protective custody, and no person shall remain in Detention longer than necessary and in no case longer than twenty-four hours. If Detention is necessary, the proposed client:
 - i. Shall not be held in a cell with prisoner; shall not be identified on records use to record custody of prisoners; shall be provided adequate protection from possible suicide attempts; and shall be treated with the respect and dignity due every citizen who is neither accused nor convicted of a crime.

B. Accessing Community Mental Health Resources (41.2.7 (b))

- 1. When handling persons suspected of mental disorder, members of this Department will be guided by the following procedures to get resources:
 - i. The CDC, when dispatching a call of person with an alleged mentally disorder, shall whenever possible, make every effort to use their training and skills in communicating and handling the subject. Crisis Intervention Team (CIT) Officers may volunteer or be dispatched to respond to mental disorder calls even if they are not dispatched originally.
 - ii. An Officer may take a person into custody and immediately transport him or her to the Los Alamos Medical Center (LAMC) if the Officer has reason to believe that the person is mentally ill AND subject to hospitalization by court order OR presents a substantial risk of physical harm to himself or others as defined by state law.
 - a The individuals with alleged mentally disorder will be taken into custody in the least conspicuous manner possible.
 - iii. Upon arrival at the hospital:
 - a At the time the subject is delivered to the hospital, the Officer shall be interviewed by the admitting physician or the admitting physician's designee. The Officer having custody of the subject shall provide to the hospital a statement of circumstances under which the subject was taken into custody, whether the subject has been or will be charged with a crime, and the reasons for the Officer's belief as to the mental disorder of the subject. Said statement will be made on the "Emergency Mental Health Evaluation Form." Upon filling in all applicable sections, the Officer shall make a copy at the hospital prior to signing and complete the signature on both the original and photocopy. The original shall be attached to the case report and the photocopy containing an original signature, at the hospital.
 - b If no criminal offenses have been committed resulting in arrest, the Officer shall complete the Emergency Mental Health Evaluation Form and leave the person at

LAMC. If requested by the admitting physician or the admitting physician's designee, the Officer may remain at the hospital for safety concerns.

- iv. A physician, a psychologist or a qualified mental health professional licensed for independent practice who is affiliated with a community mental health center or core service agency may certify that the person, as a result of a mental disorder, presents a likelihood of serious harm to himself or herself or to others and that immediate detention is necessary to prevent such harm. Such certification shall constitute authority to transport the person. A verbal statement by a qualified mental health professional that the person, as a result of a mental disorder, presents a likelihood of serious harm to himself or herself or to others and that immediate detention is necessary to prevent such harm may provide the Officer the authority to detain, however, **a written certification is required for transport.**

C. Guidelines (41.2.7 (c))

1. Officers dealing with persons with mental disorders shall be aware of the various options in resolving conflicts and situations. Officers who have contact with persons with mental disorders should attempt to use the available alternatives in order to achieve the best care for the subject. Alternatives may include listening and helping the mentally ill person with their immediate problem or referral to a social service or treatment facility.
2. Arrest is not always the best option since mental disorder is not a crime, but arrest may be necessary when there is probable cause a crime has been committed. Alternatives to arrest should be considered, including both voluntary and involuntary evaluations.
3. If the Police are to transport in accordance with a lawful order, the subject must be searched and secured in accordance with prisoner transportation guidelines.
4. CIT Officers who are handling persons with mentally disorders should attempt to use problem solving methods outside of normal Police practice, based on their CIT training and resources.

D. Training

1. Every entry level Officer and Detention Officers receive training in handling mental disorders during their certification. In addition, they may participate in the CIT Training Program or other applicable training opportunities, which build upon training received by each Officer during their certification. (41.2.7 (d))
2. Refresher training for Officers and Detention personnel regarding handling mental disorders will be held bi-annually. (41.2.7 (e))

Approved by:



Dino Sgambellone
Chief of Police

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229 Project Lifesaver Program			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:			

I. PURPOSE

The purpose of this General Order is to assist in the locating of persons who wander away from their home and to establish guidelines, procedures and responsibilities for the Operation Lifesaver Program.

II. POLICY

It is the policy of the Los Alamos County Police Department to quickly respond and assist in the locating of persons who wander away from their home.

III. DEFINITIONS

PROJECT LIFESAVER PROGRAM – refers to the national program of enrolling persons who tend to wander from their homes and equipping them with an electronic bracelet transmitter that assists in locating in them in a timely manner.

PROJECT COORDINATOR – refers to the individual designated by the Chief of Police to administer the program.

PROJECT MEMBERS – refers to those members of the Department who volunteer to participate in the program and who have received the prerequisite training.

IV. PROCEDURES

A. **Program Enrollment procedures** to be completed by the Project Coordinator or his or her designee:

1. Identify the “AT-RISK” wanderers who reside in Los Alamos County. This consists of individual who have or who have exhibited a tendency to wander from their home.
2. Determine if the potential client will voluntarily wear the transmitter.
3. Identify a caregiver who lives with the client that will check the transmitter’s battery on a daily basis.
4. Review and complete a Project Lifesaver Personal Data Questionnaire and an Agreement Form during an in-home visit before accepting an applicant into the program.
5. During the home visit, the caregiver is to be fully informed of the costs and/or the funding source available through the Friends of the Senior Center Fund.
6. After the Agreement is signed, the Project Coordinator, or designee, will fit the client with either a wrist or ankle bracelet transmitter depending based on client preference or suitability. A transmit frequency unique to the client shall be assigned and documented.

7. During the home visit, a photograph of the client will be taken for use in case a search situation should arise.
8. The caregiver will be instructed on how to test the battery and the importance of completing the daily log sheet. The caregiver shall also be informed of the possible consequences of not testing the battery and maintaining the log sheet. The consequences may include dropping the client from the program.
9. Caregivers shall also be instructed that when the client is missing from the home to contact the Consolidated Dispatch Center (CDC) by dialing 9-1-1, providing the necessary information and advising that the lost individual is a Project Lifesaver client. Information to be provided includes where and when the client was last seen.


B. Duties of Department Personnel regarding Project Lifesaver

1. Any requests for service by the family or caregiver of the client shall be responded to immediately by a project member.
2. CDC personnel alerted to a missing Project Lifesaver client shall immediately notify two project members that are either on-duty and/or on-call. The call list and project member list shall be updated and provided on a monthly basis to the CDC by the Project Coordinator.
3. The project members contacted shall immediately respond to the location where the client was last seen and initiate an electronic search as soon as possible. Only trained members of the program are authorized to use the equipment during a search.
4. After no less than forty-five (45) minutes and no more than one (1) hour from the start of the electronic search, if the missing client's frequency is not detected, or the client is believed to be in a motor vehicle, the on-duty Supervisor shall request assistance from other Law Enforcement agencies with Project Lifesaver equipment. The New Mexico State Police shall also be contacted and an air support helicopter shall be requested to assist in the search.
5. The on-duty Supervisor, with the assistance of Project Lifesaver members, will provide all searchers with information pertaining to the client. This information shall include a complete description of the client, the client's last know location and the amount of time elapsed since last seen, client's transmitter frequency, appropriate Department communications frequencies and phone numbers, and, in the case of the helicopter, any information regarding landing zones.
6. One ground unit will trail the helicopter and maintain communications. The helicopter or air search unit will direct the ground unit to the client's location when a signal is detected.
7. Operation control of the search shall be the responsibility of the on-duty Supervisor, however, final authority regarding any air search units or units from other agencies will remain with the pilot or Supervisor(s) from those agencies.
8. Upon locating and recovering the missing client, the Supervisor on-scene shall determine if the client needs medical attention and/or transport home. He or she will direct that all reports are completed and submitted as required.
9. The on-duty Supervisor shall determine when a search is to be terminated.

C. Monthly Maintenance Procedures

1. The Project Coordinator, or designee, shall complete a monthly inspection and maintenance all equipment assigned to Project Lifesaver within the Police Department and will instruct monthly inspections to the Project Lifesaver clients.
2. New batteries shall be replaced in each issued transmitter every 30 days from the date of issue.
3. Transmitter bands will also be replaced and adjusted during the monthly maintenance process.
4. Transmitters will be checked during the monthly maintenance process to ensure that the transmitters are functioning properly.
5. The Care Trak 1000 receivers shall be checked during the monthly maintenance process to ensure that they are functioning properly and that the batteries in these units are fully charged.
6. All Project Lifesaver equipment shall be stored in the Investigations Unit.
7. The Project Coordinator shall ensure that all needed supplies are maintained on-hand and ordered in a timely manner. The Project Coordinator shall be responsible for the supply and distribution of all needed supplies and program forms.

Approved by:



Dino Sgambellone
Chief of Police

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230 Crime Reporting			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	June 15, 2017
Related CALEA Standards:	82.1.4, 82.1.5, 82.2.4		

I. PURPOSE

The purpose of this General Order is to establish guidelines, procedures and responsibilities for the tracking, clearance and disposition of cases.

II. POLICY

- A. It is the policy of the Los Alamos County Police Department to investigate all criminal activity brought to the attention of the Department. Each complaint will be investigated, reviewed, and assigned a disposition as defined in this General Order. All criminal complaints determined to have established probable cause will be forwarded to the appropriate office for prosecution.

DISCUSSION

Criminal complaints are divided into various categories based on the different reporting programs and definitions. The Federal Bureau of Investigation (FBI) uses the Uniform Crime Report (UCR) as their system whereas the State of New Mexico uses a different system based on State laws, definitions and categories. The Department uses a Records Management System (RMS) that follows the State's requirements *and* reports crimes to the FBI in accordance with their procedures. (82.1.4)

III. DEFINITIONS

Crime – means a violation of the federal, state or County's criminal code.

Crime Categories, Definitions and Dispositions – are described in the respective (current) Uniform Crime Report and the Records Management System (as modified and updated as needed). Both the UCR and the RMS terms, definitions, dispositions and Procedures are hereby adopted and made a part of this General Order.

Crime Clearance Rates – Generally refers to closed and cleared disposition of cases assigned.

Misdemeanor – refers to any criminal conduct that is punishable by fine and/or confinement for less than a year in a jail or other Detention facility.

Probable Cause – is defined as a reasonable cause to believe that a crime has been committed and that a specific person or persons are responsible. A set of probabilities that are grounded in facts and which leads a reasonable and prudent person to have more than mere suspicion, but perhaps less than the amount of evidence required for a conviction.

Records Management System (RMS) – refers to the computer system used by the Department to document all Calls for Service and that include criminal complaints. Criminal complaints are categorized as either felonies or misdemeanors and investigated by members of the Department to determine:

1. If, in fact, a crime has been committed;
2. If the Department has jurisdiction over the crime;
3. If “probable cause” exists to file charges against one or more individuals for the criminal offense;
4. What category the criminal offense will be classified as; and
5. What disposition will be assigned to the case.

Standards for Case Disposition per RMS refers to the following case statuses: (82.1.5)

1. Death of the offender
2. Active, open
3. Prosecution declined
4. Extradition declined
5. Cleared by arrest – other Department
6. Cleared by arrest
7. Victim refused to cooperate
8. Juvenile / No custody
9. Leads exhausted
10. Inactive
11. Not reviewed
12. Unfounded

Standards for Case Clearance per UCR refers to the following: (82.1.4)

1. **Cleared by Arrest** – An offense is considered cleared by arrest when at least one person involved in the offense has been:
 - i. Arrested,
 - ii. Charged, *and*
 - iii. Turned over to the Court for prosecution
2. **Cleared by Exceptional Means** – A clearance in which some element beyond Law Enforcement control prevents the filing of formal charges against the offender. Agencies can clear an offense exceptionally if they can answer *all* of the following in the affirmative:
 - i. Has the investigation definitely established the identity of the offender?
 - ii. Is there enough information to support an arrest, charge, and turning over to the Court for prosecution?
 - iii. Is the exact location of the offender known so that the subject could be taken into custody now?
 - iv. Is there some reason outside Law Enforcement control that precludes arresting, charging, and prosecuting the offender (for example, suicide, deathbed confession, double murder, etc.)?

IV. PROCEDURES

A. Report and Records Distribution (82.2.4)

- a. Internal routing of records and/or reports by employees will be required in certain situations and may be accomplished by electronic routing or placement of hard copy reports in designated Divisions, Units, or Section folders, to include:

[230 Crime Reporting](#)

- b. Upon completion of the investigation into a criminal activity complaint, the assigned Officer/investigator shall forward their report to their Supervisor for approval. The Officer/investigator shall include in their RMS report all relevant documentation.
 - i. All cases will be submitted through the Team Sergeant for tracking and statistical purposes. No cases shall be forwarded for prosecution without first being submitted to the Team Sergeant who shall record the status and disposition of all cases. This includes all supplemental reports and information.
- c. Cases forwarded to the appropriate Prosecutor's Office will be delivered in a safe and secure manner. Prosecutor boxes are located within the secured Court hallway
- d. All cases shall be filed in the Records Section of the Department. The Records Manager shall cause a summary report of both the RMS and UCR data to be generated and submitted to the Chief of Police for review and signature prior to being submitted to the State and the FBI.
- e. The Records Manager shall retain copies of all approved and signed RMS and UCR reports and forward a copy of the final and approved UCR and RMS reports to the state and the FBI.
- f. Distribution of reports to individuals or agencies not connected to the Police Department will be in accordance with appropriate administrative Procedures, applicable law and Department directives. See also General Order 113 Public Information.

Approved by:



Dino Sgambellone
Chief of Police

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231 Juvenile Procedures on Child Abuse/Neglect			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:			

I. PURPOSE

The purpose of this General Order is to establish guidelines, procedures and responsibilities regarding juveniles.

II. POLICY

It is the policy of the Los Alamos County Police Department to protect the lives and ensure the safety of all juveniles; to comply with State Statute and to cooperate with the State's Children Youth and Family Division (CYFD) in the care and protection of all children.

III. DEFINITIONS

Aggravated Circumstances – include those circumstances in which the parent(s), guardian(s) or custodian(s) has:

1. Attempted and/or conspired to cause, or has caused, great bodily harm or death to the child;
2. Attempted and/or conspired to cause, or has caused, great bodily harm or death to another parent, guardian or custodian of the child;
3. Attempted and/or conspired to subject the child(ren) to torture, chronic abuse or sexual abuse; or
4. Had his or her parental rights over the child terminated involuntarily?

Child Abuse – means a child:

1. Who has suffered or who is at risk of suffering serious harm because of the action or inaction of the child(ren)'s parent(s), guardian(s) or custodian(s); Who has suffered physical abuse, emotional abuse or psychological abuse inflicted or caused by the child(ren)'s parent(s), guardian(s) or custodian(s);
2. Who has suffered sexual abuse or sexual exploitation inflicted by the child(ren)'s parent(s), guardian(s) or custodian(s);
3. Whose parent(s), guardian(s) or custodian(s)s knowingly, intentionally or negligently placed the child(ren) in a situation that may endanger the child(ren)'s life, health or safety; or
4. Whose parent(s), guardian(s) or custodian(s) has knowingly or intentionally tortured, cruelly confined or cruelly punished the child (ren).

Child Neglect – means a child:

1. Who has been abandoned by his or her parent(s), guardian(s) or custodian(s);
2. Who is without proper parental care and control or subsistence, education, medical or other care or control necessary for the child's well-being because of the faults or habits of the child's

parent(s), guardian(s) or custodian(s) or the failure or refusal of the parent(s), guardian(s) or custodian(s) when able to do so, to provide them;

3. Who has been physically or sexually abused when the child's parent(s), guardian(s) or custodian(s) knew or should have known of the abuse and failed to take reasonable steps to protect the child(ren) from further harm;
4. Whose parent(s), guardian(s) or custodian(s) is unable to discharge his or her responsibilities to and for the child(ren) because of incarceration, hospitalization or physical or mental disorder or incapacity; or
5. Who has been placed for care or adoption in violation of the law; provided that nothing in the State Statute shall be construed to imply that a child who is being provided with treatment by spiritual means alone through prayer, in accordance with the tenets and practices of a recognized church or religious denomination, by a duly accredited practitioner thereof is for that reason alone a neglected child within the meaning of the Children's Code; and further provided that no child shall be denied the protection afforded to all children under the Children's Code.

Custodian – means an adult with whom the child lives who is not a parent or guardian of the child.

Great Bodily Harm – means an injury to the person that creates a high probability of death, that causes disfigurement or that results in permanent or protracted loss or impairment of the function of any member or organ of the body.

Guardian – means a person appointed as a guardian by a Court or Indian tribal authority or a person authorized to care for the child by a parental power of attorney as permitted by law.

Juvenile – means a child or an individual seventeen (17) years of age or younger.

Parent – means and includes a biological or adoptive parent if the biological or adoptive parent has a constitutionally protected liberty interest in the care and custody of the child.

Physical abuse – means and includes, but is not limited to any case in which a child exhibits evidence of skin bruising, bleeding, malnutrition, failure to thrive, burns, fracture of any bone, subdural hematoma, soft tissue swelling or death and:

1. There is not a justifiable explanation for the condition or death;
2. The explanation given for the condition is at variance with the degree or nature of the condition
3. The explanation given for the death is at variance with the nature of the death; or
4. Circumstances indicate that the condition or death may not be the product of an accidental occurrence.

Sexual abuse – means and includes, but is not limited to criminal sexual contact, incest or criminal sexual penetration, as those acts are defined by state law.

Sexual exploitation – means and includes, but is not limited to:

1. Allowing, permitting, encouraging a child to engage in prostitution;
2. Allowing, permitting, encouraging or engaging a child in obscene or pornographic photographing; or

3. Filming or depicting a child for obscene or pornographic commercial purposes, as those acts are defined by state law.

IV. PROCEDURES

1. Any Officer taking a report of an alleged child abuse shall contact the Children Youth and Families Division (CYFD) by telephone and advise them of the name, address and phone number of the reporting individual as well as the facts of the incident. The Officer shall cause a written report of the same to be forwarded to the CYFD within forty-eight (48) hours. The report shall include:
 - i. The names and address/location of the child(ren)
 - ii. The names and address/location of the parents, guardian or custodian
 - iii. The age(s) of the child(ren)
 - iv. The nature and extent of injuries
 - v. Any evidence of prior injuries
 - vi. Other information that might be helpful in establishing the cause of the injuries and the identity of the person(s) responsible
2. The investigating Officer shall proceed with the investigation of the case based on the nature of the crime and the severity of the injuries. Preliminary investigation includes activities centered on the protection of the child (ren) identified as the victim(s).
3. An Officer shall be assigned to and is responsible for the investigation of reports of child abuse and neglect reported by schools, day care centers, hospitals, medical facilities, any other child(ren) facilities or any other sources.
4. Investigators shall make contact with the CPS investigator assigned to the case, share information, identify family needs, arrange for the child's safety, identify and complete investigative steps, and complete any further actions that are required or deemed appropriate.
5. Investigators may make contact with the child(ren) involved in the case at their school or daycare facility without prior notice to the parents or guardian pursuant to New Mexico State Statute, which states:
 - i. After properly verifying the identity of the public official, any school personnel or other person who has the duty to report child abuse pursuant to Section 32A-4-3 NMSA 1978 shall permit a member of a Law Enforcement Department, including tribal Police Officers, an employee of the district attorney's office, an investigative interviewer for a program described in Subsection E of this Section or an employee of the Department, to interview a child with respect to a report without the permission of the child's parents or guardian. Any person permitting an interview pursuant to this subsection is presumed to be acting in good faith and shall be immune from liability, civil or criminal, that might otherwise be incurred or imposed by law, unless the person acted in bad faith or with malicious intent.
6. The investigating Officer should abide by the requests for visitation at the school.
7. In more serious cases, an interview shall be set up with a forensic interviewer at a "safe house". The following agencies are authorized to conduct child interviews:
 - i. Brave Voices Child Interviewing Program 1-505-747-4326 in Espanola
 - ii. Solace Crisis Treatment Center 1-505-988-1951 in Santa Fe

8. A child may be held or taken into custody by a Law Enforcement Officer when the Officer has reasonable grounds to believe that a child is suffering from illness or injury as a result of alleged abuse, neglect, has been abandoned, or is in danger from his or her surroundings or environment and removal is necessary for the safety and welfare of the child.
9. The Officer shall then give custody of the child (ren) to the CYFD for placement into foster care.
10. A felony case will be presented in entirety to the D. A's Office where appropriate.

Approved by:

A handwritten signature in black ink, appearing to read "Dino Sgambellone".

Dino Sgambellone
Chief of Police

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232 Arrest Procedures			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	1.2.5, 1.2.6, 70.1.1, 70.1.2, 70.1.3, 70.1.3, 70.1.4, 70.1.5, 70.1.6, 70.2.1, 70.3.2, 70.4.1, 71.1.1		

I. PURPOSE

The purpose of this General Order is to establish guidelines and procedures for arrests.

II. POLICY

1. It is the policy of the Los Alamos County Police Department that all arrests are to be made in accordance with law as set forth in Chapter 31 of the New Mexico Criminal and Traffic Law Manual – Criminal Procedure and the Los Alamos County Ordinance.
2. It is the policy of the Los Alamos County Police Department that all persons arrested will be treated with due respect and dignity. Only the minimum force necessary to effect the arrest shall be used. In any case where the subject(s) arrested is injured, he or she shall receive appropriate medical treatment in a timely manner.
3. Where appropriate, and permitted by law, a criminal or traffic citation(s) may be issued in lieu of a custodial arrest.

III. DEFINITIONS

See applicable Law.

IV. PROCEDURES

A. Arresting Procedures (1.2.5)

1. It is the policy of the Los Alamos County Police Department that all persons arrested will be treated with due respect and dignity. Only the minimum force necessary to effect the arrest shall be used. In any case where the subject(s) arrested is injured, he or she shall receive appropriate medical treatment in a timely manner.

B. Custodial Arrests

1. Assault and battery on a household member requires an arrest be made.
2. The following violations allow for the subject(s) to be taken into custody:
 - i. Driving While Intoxicated (DWI)
 - ii. Reckless Driving
 - iii. Leaving the scene of an accident where there are injuries or \$500 or more worth of damage (if located within a reasonable time)
 - iv. Requests for immediate appearance before the judge
 - v. Failure or refusal to sign the citation
 - vi. Driving on a suspended or revoked license

- vii. Individuals named in an arrest warrant by a Court of competent jurisdiction and where extradition of the subject is ordered/authorized.
 - viii. Shoplifting
 - ix. Fraudulently obtaining services
 - x. Public Affray in a licensed liquor establishment
 - xi. Domestic Violence
 - xii. All felony arrests may result in a custodial arrest.
3. Officers transporting subjects shall contact the CDC and report their starting and ending mileage.

C. Alternatives to Custodial Arrests (1.2.6)

1. Where appropriate, and permitted by law, a criminal or traffic citation(s) may be issued in lieu of a custodial arrest. Officers shall verify the identity of any person who is cited.
2. **Non-Custodial Arrests**
 - i. Where appropriate and permitted by law, Officers may issue a criminal or traffic citation(s) may be issued in lieu of a custodial arrest. Using the discretion of the Officer and their immediate Supervisor, summonses may be issued in lieu of a custodial arrest. If Felony charges arise, a warrant should be sought rather than a criminal summons. Referrals, informal resolutions, and warnings may be appropriate solutions to address the variety of problems Officers confront.
 - ii. In cases involving juveniles, the investigating Officer, or designee, will contact the parents of the juvenile as soon as possible and advise them that the juvenile was involved in a non-custodial arrest activity and that they may be contacted by the Teen Court, or Juvenile Probation and Parole Office for further action.

D. Juvenile Arrests

1. Law Enforcement interaction with juveniles differs from adults, while juveniles are afforded equal protection under the law, as are adults, there are differences in how juveniles are to be handled under current New Mexico Law. When dealing with Juveniles, Officers will use the least coercive of reasonable alternatives. However, violations of the law are not to be ignored and any interventions by the Department shall be documented.
2. The Department is committed to the development and perpetuation of programs designed to prevent and control juvenile delinquency, The Department does not identify any one person or position to oversee juvenile operations, therefore it is the responsibility for all Departmental personnel and components to participate in and support the juvenile operations.
3. Arrests of juveniles on school property is governed by General Order 207 – School Liaison and the Los Alamos Public School MOU.
4. Parents or guardians of juveniles taken into custody shall be notified as soon as possible and practical.
5. Juveniles taken into custody shall be handcuffed and searched in accordance with this General Order.
6. Detention of juveniles must be authorized by a Juvenile Probation and Parole Officer (JPPO) and in compliance with State Statute which requires that a Probable Cause Determination form

be completed and faxed immediately to office of the Children's Court Judge who shall determine if the juvenile is be released or retained in custody.

7. All Juveniles arrested require that an RMS report be completed and submitted to the JPPO
8. Juveniles that have committed driving offenses listed as "delinquent" according to State Statute shall be referred to the District Court. This is accomplished by notifying the JPPO. These offenses include:
 - i. Driving Under the Influence
 - ii. Failure to stop in the event of an accident resulting in personal injury or property damage
 - iii. Unlawful taking of a motor vehicle
 - iv. Receiving or transferring a stolen vehicle
 - v. Homicide by vehicle
 - vi. Injuring or tampering with a motor vehicle
 - vii. Altering or changing engine or VIN numbers
 - viii. Altering or forging a driver's license or making a fictitious license or permit
 - ix. Reckless driving
 - x. Driving while suspended or revoked
 - xi. Any offense punishable as felony.
9. When transporting a juvenile, Officers shall contact the CDC and advise the starting and ending mileage.
10. An Officer may also release a juvenile with no further action when reasonable.
11. Officers will contact the parent or guardian of the juvenile prior to questioning when the juvenile in custody is under the age of 14 or when the juvenile's mental capacity appears significantly diminished.

E. Members of the Military

1. Members of the military are not exempt from obeying the criminal and traffic laws of Los Alamos County and the State of New Mexico. In cases where a citation is issued, no report to military authorities is required. In cases where a custodial arrest is made, the nearest military Police post shall be notified without delay.

F. Arrests of Members of Outside Law Enforcement Agencies

1. Members of other Law Enforcement agencies, including sworn Officers, shall be treated like all other persons arrested.
2. If possible, an Officer of higher rank than the individual being arrested should make the arrest. However, if circumstances dictate an immediate arrest is necessary for the protection of life and property, it shall be made without hesitation or delay.
3. An immediate and thorough search of the individual shall be conducted for all weapons, handcuff keys, contraband and items of evidence.
4. The individual shall be booked in accordance with the General Orders governing the Los Alamos County Detention Center.
5. The arresting Officer shall, without unnecessary delay, initiate notification of the arrest through the Department's chain of command to the Chief of Police who shall cause notification of the arrest to be made in a manner he or she deems appropriate to the head of

the Department of the individual arrested. Notification of the arrest shall include the name of the individual arrested, the circumstances surrounding the arrest and the charges.

6. Any weapons and/or property issued by the arrestee's Department shall be returned to that Department unless deemed to be evidence in the commission of the crime(s) alleged.
7. Members of this Department involved in the arrest, investigation or otherwise having knowledge of the incident, crime or any of the individuals involved shall cooperate with the investigating Officers from the other Department.
8. Members of other agencies who are arrested and placed in the Los Alamos County Detention Center shall be confined separately from other inmates for their protection.

G. Arrest of Los Alamos County Employees

1. Notification of the arrest of a County employee by another Law Enforcement Department or the arrest of a County employee by a member of this Department shall immediately be forwarded up the chain of command to the Chief of Police who shall cause the appropriate notifications to be made outside of the Department. Such notification should include the employee's name, Department, circumstances of the arrest (day, date, time, location and jurisdiction), name of the individual and Department making the arrest/notification, charges that are pending or that have filed, and if the location of the facility where the individual is in custody or if he or she has been released on bond.
2. County employees shall be treated like all other persons arrested. They shall be booked into the Los Alamos County Detention Center in accordance with the General Orders governing the Detention Center.
3. County property determined to be evidence shall be placed into evidence in accordance with the Evidence Manual. County property in possession of the employee (vehicles, tools, keys, etc.) not deemed to be of an evidentiary nature shall be released to the appropriate County Department as soon as practical.

H. Arrest of Members of the Department

1. Upon receiving notification of the arrest of a member of this Department, the individual receiving such notification shall ascertain the name of the member arrested, circumstances of the arrest (events causing the arrest or issuance of a warrant; the day, date, time and location of the offense, the jurisdiction involved, the name of the individual and Department making the arrest/notification, the charges pending or filed, if the individual is in custody and the name of the facility where incarcerated or if released on bond; if the member is injured and/or hospitalized and where; and any additional pertinent information available. Such notification shall be forwarded without delay through the Department's chain of command to the Chief of Police. The Chief of Police shall cause all necessary and appropriate notifications to be made.
2. Whenever possible, the arrest of a member of this Department by an Officer of this Department shall be made only after the Chief of Police has been notified. The Chief, or his or her designee, shall then designate an Officer of higher rank than the individual to be arrested (if that individual is a sworn Officer) to make the arrest. Where there exists an immediate threat to life, property or evidence, the senior Officer on the scene of the event shall make the arrest without delay and cause the immediate notification of the Chief of Police through the chain of command.

3. County property (vehicle, weapons, keys, etc.) in the possession of the arrested member shall be seized and, if not deemed as evidence, turned over to the Shift Commander. All property and items deemed to be evidence shall be processed in accordance with the Evidence Manual.
4. Members placed under arrest by this Department shall be searched, cuffed and transported to the Los Alamos County Detention Center or other place of incarceration as may be deemed by the Chief of Police or other competent authority (E.g., a Court). The individual arrested shall be booked in accordance with the General Orders governing the Detention Center or other facility.
5. Members of this Department who have been arrested by any Department (except this Department) shall notify the Chief of Police immediately and provide the necessary information for the Chief to determine if the individual should be allowed to return to duty, placed on administrative or other leave, or if other appropriate action needs to be taken. The Chief of Police shall make such determination in a timely manner and cause the individual to be duly notified.

I. Handcuffing

1. All persons who are arrested and taken into custody shall be handcuffed behind their backs or otherwise secured for their safety and the safety of the Officer(s).
 - i. Exceptions may be made for the elderly, invalid, sick or injured, or other physical or mental handicap which prevents an arrestee from being handcuffed behind their back.
 - ii. Officers will not for any reason utilize a “hog tie” restraint on any arrestee nor shall any arrestee be secured to any object or another arrestee.
 - iii. Only double locking handcuffs, leg restraints and belly chain/belt are approved restraint devices during arrestee transports. (70.2.1)
 - iv. All handcuffs and double locking leg restraints utilized will be double locked and checked for tightness prior to transport.

J. Detainee Transport

1. All persons who are arrested or prisoners who are transported shall be placed in the back seat of a Police vehicle or jail transport van equipped with a protective screen or barrier separating the driver and arrestee/prisoner. Detainees will not be transported without a safety barrier. (70.1.3) (70.4.1)
 - i. All prisoners shall have the seatbelt fastened around them unless doing so would place the Officer in danger of harm.
2. Before prisoners are placed into a Police vehicle and transported, they shall be thoroughly searched for weapons and evidence. (70.1.1) Upon arrival at the Detention Center, all arrestees shall be searched again and processed in accordance with the General Orders governing the Detention Center.
3. The Police vehicle shall also be searched for weapons and evidence both before the prisoner is placed into the vehicle and after delivery of the prisoner to the Detention Center. Units used for transport should be searched at the beginning of every shift. (70.1.2)
4. If an arrestee has been injured, or is claiming injury or illness whether visible or not, the arrestee shall be taken to a medical facility for evaluation by a physician prior to being

delivered to the Detention Center. The arrestee may be transported in a Police vehicle or ambulance depending on the severity of the injury or illness. (70.3.1)

- i. If the arrestee is transported by ambulance an Officer may accompany the arrestee inside the ambulance depending on the circumstances of the situation.
 - ii. The transporting Officer shall cooperate with medical personnel and hospital protocols to the fullest extent possible without compromising the security of the arrestee or the safety of the arrestee, medical personnel, Officer or public. In the event a dispute arises with medical personnel involving the security of the arrestee which cannot be immediately resolved, a Supervisor will be notified and respond to the location. (70.3.2)
 - iii. A Supervisor shall be notified when any arrestee has been injured, is claiming injury or illness, is in a condition to pose an exposure risk for any communicable disease, is handicapped, or creates any significantly unusual occurrence.
 - iv. All instances regarding the transport of injured, sick, handicapped, mentally ill, or arrestees posing a risk of infection from a communicable disease shall be documented in the Officer's incident report.
5. Officers shall not deviate from transport responsibilities under normal circumstances without Supervisor approval. Normally, no stops will be made while transporting from the point of arrest to the booking/processing location.
- i. Only where there is clear and grave risk to third parties and minimal risk to the detainee will the Officer interrupt the transport to render assistance. (70.1.4)
6. In order to ensure the safety and security of the detainee(s), transporting Officers will not allow the detainee to communicate with others while being transported unless approved by a Supervisor. (70.1.5)

K. Transporting Detainees to Detention Center (70.1.6)

1. When arriving at a holding facility, the Officer will:
 - i. Secure his or her handgun and any other weapons for safekeeping in a place provided for that purpose, if so equipped. If the receiving Department does not provide a place for firearm storage, the firearm and any other weapons shall be secured in the trunk or locking console of the transporting vehicle (70.1.6 (a))
 - ii. Leave restraining devices on the detainee until in a secure portion of the receiving area, or as directed by staff from the receiving facility (70.1.6 (b))
2. When removing restraint devices from detainees, the transporting Officer shall comply with the receiving Department's procedures regarding the removal of such restraints. The Officer will:
 - i. Prior to the removal of restraint devices, advise the receiving Officer if the detainee is violent, self-destructive, or emotionally disturbed or presents any other potential medical or security risk. (70.1.6 (b)) (70.1.6 (d))
 - ii. Present all necessary detainee documentation and paperwork (i.e., warrant copy, detainee inventory, etc.) to the receiving Officer. (70.1.6 (c))
 - iii. Document the transfer of custody in the case report. (70.1.6 (e))

L. Facilities used for Testing and Processing (71.1.1)

1. During normal operations, Department personnel will only use those areas within the Police facilities that have been designated by the Chief of Police for processing and testing detainees. These areas include the interview and interrogation rooms, booking within the Detention Center and the Breathalyzer area within booking. Additionally, it is recognized that there may be a necessity to utilize additional space such as offices within the Department; however, once the testing/processing procedure is completed, the detainee must be released or transported to a holding facility. No detainee will be left unattended at any time during processing.

M. Review of Arrests

1. All Supervisory Officers shall review all arrests made by Officers for compliance with the policies and the procedures established by the Department.

Approved by:



Dino Sgambellone
Chief of Police

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233 Communicable Diseases			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:			

I. PURPOSE

All Law Enforcement Officers are subject to unpredictable risks of exposure to various communicable diseases, therefore, general infection control procedures shall be applicable at all times. As potential exposures are unpredictable, protective measures may be used in situations which do not appear to present any risk.

II. POLICY

It is the policy of the Los Alamos County Police Department to provide training and protective equipment to reduce the incidence of exposure to Department personnel of blood borne pathogens and other communicable diseases.

III. DEFINITIONS

Communicable Disease: A disease that can be transmitted from person to person or from an infected animal or the environment to a person.

Blood Borne Pathogen: Any pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to HIV and Hepatitis.

IV. PROCEDURES

A. Training

1. The training regarding communicable disease and blood borne pathogens will be coordinated by the Staff Services Manager or his designee. Training may be coordinated with the County Risk Management Department or Los Alamos County Fire Department.
2. Whenever the possibility for exposure to blood or blood contaminated bodily fluids exists, appropriate protection shall be worn.
3. In the event an Officer encounters a potential exposure to a communicable disease, he or she shall adhere to all training guidelines in that regard, including initial decontamination, in order to minimize risk to exposure.
4. Precautions should be taken, but are not limited to, the following circumstances:
 - i. Any environment in which bodily fluids are present (death scenes, bathrooms, sewers, etc.)
 - ii. Performing CPR
 - iii. Handling violent prisoners (spitting, open wounds, etc.)

- iv. Fights/Accident scenes (wounded combatants/drivers, prisoner riots, etc.)
- v. Conducting searches (person, vehicle, residence, jail cell, etc.)
- vi. Clothing exchanges
- vii. Transports/handling of prisoners suspected of carrying a communicable disease.

B. Exposures – Reporting/Medical Treatment

- 1. In the event of a possible exposure to a blood borne pathogen or other serious communicable disease, all procedures required by the Los Alamos County Risk Management Office will be followed.
- 2. Notifications up the employee's chain of command will be made to the Chief of Police. All records regarding the suspected exposure will otherwise be kept confidential.

C. Contaminated Materials Disposal

- 1. Contaminated materials which are evidentiary in nature shall be disposed of as per evidentiary policies.
- 2. Contaminated materials which are not evidentiary in nature (gloves, etc.) shall be disposed of by placing them in the appropriate hazardous materials receptacle at the Department.

Approved by:



Dino Sgambellone
Chief of Police

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234 Concurrent Jurisdiction/ Cross Commission			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	2.1.2		

I. PURPOSE

The purpose of this General Order is to establish guidelines and limitations of authority for Los Alamos County Police Officers who are cross-commissioned.

II. POLICY (2.1.2)

It is the policy of the Los Alamos County Police Department that all sworn Officers employed by the Department shall also be commissioned and sworn in as Law Enforcement Officers in Santa Fe County authorizing them to perform limited Law Enforcement functions in designated areas of Santa Fe county adjacent to Los Alamos County (hereinafter referred to as “corridor of enforcement”). Under the authority of the Sheriff of Santa Fe County and the Chief of Police of Los Alamos County, and the guidelines issued in this General Order, Los Alamos County Police Officers shall perform limited Law Enforcement functions. These limited functions follow the MOU with Santa Fe County. Authority under other cross commissions will be delineated within the corresponding MOU or State Law in cases of mutual aid.

III. DEFINITIONS

CORRIDOR OF ENFORCEMENT – For the purpose of this General Order, the “corridor of enforcement” is defined as the area of New Mexico State Road 501 (commonly known as “the truck route”) east from the Los Alamos / Santa Fe County Line to New Mexico State Route 4; thence from New Mexico State Road 4 north from the Los Alamos/ Santa Fe County Line near White Rock to New Mexico State Road 502, including on and off ramps onto and off of New Mexico State Road 502; thence on New Mexico State Road 502 east from the Los Alamos / Santa Fe County Line to mile marker 6, including the off-ramp onto New Mexico State Road 4; thence from Rendija Canyon Road east from the Los Alamos / Santa Fe County Line, including any other areas encompassing the surrounding areas known as Rendija Canyon, Guaje Canyon, and the pumice mines thereon.

CROSS-COMMISSION – means the official swearing-in of an Officer from one political jurisdiction into another, giving Law Enforcement authority to that Officer in both jurisdictions.

LIMITED LAW ENFORCEMENT FUNCTIONS – means, for the purpose of this General Order, those duties and responsibilities typically associated with Law Enforcement, including investigation of minor crashes, issuance of citations, misdemeanor arrests, and public contacts in emergency circumstances.

MEMORANDUM OF UNDERSTANDING (MOU) – means, for the purpose of this General Order, a formal document agreed upon by the Public Officials permitting limited Law Enforcement activities within the boundaries of another jurisdiction.

IV. PROCEDURES

- A. The enforcement powers and duties of Los Alamos County Law Enforcement Officers cross-commissioned by the Santa Fe County Sheriff shall be limited to the enforcement of New Mexico laws related to motor vehicles and other misdemeanors crimes, except as otherwise provided herein, within the defined “corridor of enforcement.” While performing duties within the corridor

of enforcement, Officers will abide by the MOU with Santa Fe County. For full procedures refer to the MOU.

B. Los Alamos County Officers will do the following when enforcing laws within the corridor:

1. Cite all violators of New Mexico laws related to motor vehicles within the “corridor of enforcement” into the Los Alamos County Magistrate Court.
 - i. DWI citations and cases will be filed through Santa Fe Magistrate Court.
2. Officers shall not investigate, cite or arrest offenders alleged to have committed any felony, or involving any fatal motor vehicle crash or motor vehicle crashes involving serious injuries, unless specifically requested by the Santa Fe County Sheriff’s.
3. Officers performing a Law Enforcement function within the areas designated, will defer all authority for the scene and the incident to a Deputy from Santa Fe upon their request, and will continue to assist as needed.

Approved by:



Dino Sgambellone
Chief of Police

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235 Crime Prevention and Community Relations			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	1.1.3, 15.2.1, 15.2.2, 45.1.1, 45.1.2, 45.1.3, 45.2.1, 45.2.2, 45.2.3, 45.2.4, 45.2.5		

I. PURPOSE

The purpose of this General Order is to establish guidelines and procedures for members of the Los Alamos County Police Department in promoting crime prevention and relations with members of the community.

II. POLICY

It is the policy of the Los Alamos County Police Department that all its members promote positive and proactive crime prevention measures and relationships with members of the community by educating and assisting them whenever possible concerning effective crime prevention measures. It is essential to both urge and involve citizens, businesses and organizations in the community to participate in taking proactive steps to prevent and reduce crime and thereby contribute to the accomplishment of the Department's Mission as set forth in **General Order 100 – Mission Statement** – particularly the promotion of an atmosphere of safety and security for our residents and visitors.

Community involvement is essential to the operation of any Police Department. All avenues must be utilized in promoting the respect and cooperation of the public with the Police.

III. DEFINITIONS

None at this time.

IV. PROCEDURES

A. Goals and Objective (15.2.1)

1. To establish and maintain liaison with members of the community, community groups and organizations and to promote crime prevention measures to include:
 - i. Exchanging information, identifying Police service needs of the community, promoting Police/citizen contacts, acquainting each other with mutual problems; encouraging action aimed at resolving those problems; and evaluating crime prevention measures for effectiveness on a regular basis;
 - ii. Analysis of crime types and locations to be used in establishing liaisons and promoting crime prevention measures and in the developing and delivering of targeted and effective crime prevention programs;
 - iii. Educating and informing citizens about the Department's functions, operations, policies and procedures as well as to receive comments from the community as to how the Department could improve in the delivery of Police services;
 - iv. Maintaining positive relations with the local media and providing information about criminal activity and safety issues; to inform the public and reduce fear; and preventive measures citizens can take to prevent their becoming victims;
 - v. Assisting in the organizing of crime prevention groups in the residential and business community;

- vi. Presenting crime prevention programs to community groups such as the business community, citizen groups, civic organizations, church groups; schools and concerned citizens; and
- vii. Participating in social service and criminal diversion programs to assist citizens.

B. Goals and Objectives Evaluation (15.2.2)

- 1. The Officer in charge of each organizational component will submit periodic reports, as a part of the annual report, of progress made toward attaining written goals and objectives. The annual report will evaluate the previous year's goals and objectives and see where the organizational component is and needs to be.

C. Department's Role in Criminal Justice Diversion Programs (1.1.3)

- 1. When applicable, members of Los Alamos Police Department may work in conjunction with elements of the criminal justice system and social service agencies to provide acceptance into Diversion programs. This may be done in lieu of or in addition to traditional criminal justice punishments.

D. Crime Prevention Programs

- 1. The Department's crime prevention function will **address community perceptions or misperceptions** of crime, particularly through the Community Liaison Team. (45.1.1 (b))
- 2. The effectiveness of crime prevention programs will be **evaluated and documented once every three years** by the Deputy Chief of Police or his or her designee. (45.1.1 (c))
 - i. Any evaluation done on crime prevention programs will include recommendations for changes or modifications to current programs, if appropriate.
- 3. Crime Prevention assists in organizing crime prevention groups. These programs include, but are not limited to, the following: (45.1.2)
 - i. Neighborhood Watch
 - ii. Home and Business Security Surveys
 - iii. Programs on Shoplifting Awareness, Worthless Checks, Fraud, Credit Card Crime, etc.
 - iv. Drug and Alcohol information
 - v. Elementary School programs such as Safety Town.
- 4. Crime Prevention Programs may be presented by any member of the Department having expertise in the area of concern.
- 5. The member may also utilize the assistance and expertise of members from the community in the presentation of these programs.
- 6. Members of the Department should use these crime prevention presentation opportunities to solicit suggestions from the community on ways the Department can improve or increase Police services to the community and to identify community problems, fears and concerns. The member making such presentations and receiving information concerning crime(s); suggestions on improving Department services; and information regarding citizen problems, fears and concerns shall submit a written report through the chain of command to the Chief of Police within 72 hours.

E. Community Relations

- 1. The Department shall **provide crime prevention input** into the development and/or revision of zoning policies, building codes, fire codes, and residential and commercial building permits. (45.1.3)

- i. The Chief of Police or his designee, through participation in Staff meetings, planning meetings, and Council meetings will provide the Codes and Permits Division with input that will enhance crime prevention efforts.
2. When a member of the Department makes a presentation to a community organization, that member will submit a brief report to their immediate Supervisor. This report will include, at a minimum, the following:
 - i. Program presentation topic
 - ii. Number of participants
 - iii. Any concerns presented by participants
 - iv. Potential problems, which could have a bearing on Law Enforcement activities within the community.
3. The Los Alamos Police Department is **committed to establishing close ties with and responding to the needs of the community**. The Departments Community Liaison Team Supervisor shall establish liaison with existing community organizations by encouraging members of the Department to become involved in these groups, by encouraging these groups to invite members to functions and make presentations, and by inviting these groups to become involved with this Department. In instances where community input is needed or desired to help the Police Department fulfill its mission, Community Liaison Team personnel will work with established or new community groups for that purpose, to include neighborhood watch association groups. (45.2.1 (a))
4. Community Liaison Team personnel will assist the Department's Command Staff in the formulation of policy relating to community involvement. (45.2.1 (b))
5. The Department will periodically **publicize objectives, community problems, and successes** utilizing the Department website and local media. (45.2.1 (c))
6. Department members and particularly the Community Liaison Team Supervisor shall **convey information** transmitted from citizens' organizations to the Chief of Police and affected Department personnel. (45.2.1 (d))
7. The Department will be sensitive to **improving practices** that directly and indirectly affect Police-community relations. The Department will engage in many new and innovative initiatives. Some programs will be implemented only when time and resources permit to include new programs. Programs will be designed to improve communications with our residents with a goal of preventing and reducing crime and moving traffic violations. (45.2.1 (e))
8. Modifications to policy, procedure, and/or Department activities may need to be made after analyzing input from the community. Community relations programs and activities as well as surveys are designed to encourage community partnership and involvement.
 - i. The Chief of Police and Command Staff with the input of the Community Liaison Team will be responsible for assessing, altering and developing new community policing strategies that involve the community to help achieve Department priorities. (45.2.1 (f))

F. Community Relations Reports (45.2.2)

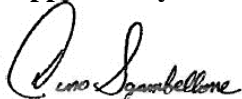
1. The Community Liaison Team Supervisor or his or her designee will prepare at a minimum a **quarterly report** to the Chief of Police that includes, at a minimum:

- i. A description of **current concerns** voiced by the community. These concerns can be obtained from input from neighborhood groups or civic associations or from citizen complaints or comments.
 - ii. A description of **potential problems** that have a bearing on Law Enforcement activities within the community.
 - iii. A statement of **recommended actions** that address previously identified concerns and problems. Recommended actions should be consistent with the Division's goals and objectives, mission statement and core values while attempting to correct the perceived problem.
 - iv. A **statement of progress** made toward addressing previously identified concerns and problems.
2. Information will be compiled by the **Community Liaison Team Supervisor** through reports of community meetings and civic associations, and other community groups as well as feedback from public appearance forms that may be relevant in evaluating community input. This information will be included in the periodic reports submitted by the Community Liaison Team Supervisor or his or her designee to the Chief of Police. (45.2.3)

G. Public Appearances:

- 1. Employees may be assigned to speak or attend a community meeting by any Supervisor when available.
 - i. Personnel attending the meeting shall be responsible for completing the Public Appearance Form after the meeting, which provides an overview of the meeting to include concerns to the Community Liaison Unit Supervisor who shall summarize all concerns and needs to the Chief of Police.
 - ii. Personnel who wish to schedule themselves to participate in talks or activities within the County must first obtain approval from their Supervisor, even if the activity will be conducted off duty, then complete the Public Appearance Form and forward to the Community Liaison Unit Supervisor so the activity can be documented.
 - iii. Any personnel who are requested to or desire to represent the Department at a function or meeting outside the County shall first receive approval from their Supervisor and the Chief of Police or his/her designate before committing to the engagement and shall notify the Department having jurisdiction as a courtesy.
 - iv. On an annual basis, the Community Liaison Supervisor will compile statistics bases on the Public Appearance forms and submit a report to the Chief of Police. The Community Liaison Unit Supervisor may forward a report anytime during the year that concerns or needs are identified.

Approved by:



Dino Sgambellone
Chief of Police

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236 Citizen Surveys			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	45.2.4, 45.2.5		

I. PURPOSE

The purpose of this General Order is to establish guidelines and procedures for conducting Citizen Surveys. Further, surveys are intended to identify community problems and concerns; areas for service improvement; and opportunities to enhance Police/citizen relations.

II. POLICY

It is the policy of the Los Alamos County Police Department to provide the best possible level of service to our citizens and visitors at all times.

III. DEFINITIONS

Citizen Survey – An LAPD or County instrument designed to elicit feedback from the community.

IV. PROCEDURES

- A. Surveys will be conducted through the Police Department or County at least once every three years. A summary report will be compiled by the Office of the Deputy Chief for analysis.
- B. The Survey will seek to measure the following: (45.2.4)
 1. The **overall performance** of the Department.
 2. The **overall competence** and professionalism of its employees.
 3. Citizen's perceptions of Officer's and other employee's **attitudes and behaviors**.
 4. The community's **concerns about safety and security** within Los Alamos County.
 5. Any **recommendations and/or suggestions** by citizens for improvements to the level of service provided by this Department.
- C. Community surveys received by this Department will be summarized, evaluated and results discussed at Chief's Staff Command Meetings. Trends identified in such surveys will be addressed and may result in policy changes. (45.2.5)

Approved by:



Dino Sgambellone
Chief of Police

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237 Police Officer Limits of Authority			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	1.2.1		

I. PURPOSE

The purpose of this General Order is to set the limits of Los Alamos County Police Department Police Officers' authority in compliance with NMSA 3-13-2. **See also, General Order 238 – Compliance with Constitutional Rights.**

II. POLICY

It is the policy of the Los Alamos County Police Department to comply with all state laws, regulations and requirements as well as restricting Officers' actions to within the scope of lawful limits and requirements.

III. DEFINITIONS

NMSA 3-13-2 – refers to New Mexico Statutes Annotated, Chapter 3, Article 13, Section 2:

IV. PROCEDURES

A. Legal Authority Defined (1.2.1)

1. Los Alamos County Police Department Police Officers' authority are in compliance with New Mexico Statutes Annotated, Chapter 3, Article 13, Section 2 (NMSA 3-13-2). It is the policy of the Los Alamos County Police Department to comply with all state laws, regulations and requirements as well as restricting Officers' actions to within the scope of lawful limits and requirements.
2. Police Supervisors shall oversee the actions of subordinate personnel and prevent them from exceeding the limits of their statutory authority. In instances where the limits of authority have been, or appear to have been, exceeded, the Supervisor shall:
 - i. Take appropriate and immediate corrective action;
 - ii. Instruct the Officer in the limits of his or her authority;
 - iii. Report the incident via memorandum through the Chain of Command to the Chief of Police.

Approved by:



Dino Sgambellone
Chief of Police

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238 Compliance with Constitutional Rights			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	1.2.3, 1.2.4, 42.2.11, 44.2.3, 74.3.1		

I. PURPOSE

The purpose of this General Order is to establish guidelines and procedures for ensuring the Constitutional Rights of all persons. **See also General Order 237.**

II. POLICY

It is the policy of the Los Alamos County Police Department to ensure compliance with all applicable the Constitutional requirements.

III. DEFINITIONS

CONSTITUTIONAL RIGHTS – means those rights guaranteed under the United States Constitution and the Bill of Rights.

ELECTRONIC RECORDING – means a complete and authentic electronic recording created by visual or audio media, including by motion picture, videotape, audio tape, or digital media.

IN CUSTODY – means that the individual is not at liberty to leave the custody or control of an Officer, the interview room, a Detention cell, the jail, or the Police Department. It also applies to the individual's *belief* that, even though they are not under arrest or considered in custody by the Officer, if *they believe* that they are under arrest or in custody and not at liberty to leave.

MIRANDA ADVISEMENT or MIRANDA RIGHTS or MIRANDA WARNING – means the rights of a suspect or defendant, including non-English speaking individuals and persons with special needs, in a criminal case to be clearly advised of his or her right to remain silent; that anything they say can be used against them in a Court of law; to consult with an attorney and have him/her present while being questioned; and that if the suspect/arrestee/defendant cannot afford an attorney, one will be appointed before any questioning.

SEARCH and SEIZURE – means looking for or seeking out that which is otherwise concealed from view or intentionally hidden and could include an examination of a person's house or other buildings and premises, of the person, his or her vehicle, aircraft, boat, etc., with a view to the discovery of contraband, illicit substances, stolen property, weapons, or other items of guilt to be confiscated by Law Enforcement personnel and used in the prosecution of a criminal action for a crime which is under investigation and/or to be charged. Merely looking at that which is in plain view is not considered a search.

IV. PROCEDURES

A. Arrests

1. All arrests shall be made pursuant to a lawful arrest warrant issued by a Court of competent authority and jurisdiction, or without a warrant in conformance with applicable law. New Mexico State Law and Section 38-97 of the Los Alamos County Code which states: (Quote)
 - i. To arrest without warrant, the arresting officer must have reasonable grounds, based on personal investigation which may include information from eyewitnesses, to believe the person arrested has committed a crime.

- ii. Members of the municipal Police force may arrest without warrant any person:
 - a. Present at the scene of a motor vehicle crash;
 - b. Charged with crime in another jurisdiction, upon receipt of a message giving the name or a reasonably accurate description of the person wanted, the crime alleged, and a statement he is likely to flee the jurisdiction of the state;
 - c. Charged with driving while under the influence of intoxicating liquor or drugs;
 - d. Charged with failure to stop in the event of a crash causing death, personal injuries or damage to property;
 - e. Charged with reckless driving;
 - f. The arresting officer has good cause to believe has committed a felony;
 - g. Who refuses to give his written promise to appear in court or acknowledge receipt of a warning notice;
 - h. Who is charged with driving when their privilege to do so was suspended or revoked pursuant to NMSA 1978, § 66-8-111 or pursuant to a conviction for driving while under the influence of intoxicating liquor or drugs;
 - i. Who is driving when their privilege to do so was suspended or revoked due to violations of failure to appear in a court of law and/or failure to remit a penalty assessment fine?
- iii. Members of the county Police force may not make arrests for traffic violations if not in uniform; however, nothing in this Section shall be construed to prohibit the arrest, without warrant, by a Peace Officer of any person when probable cause exists to believe that a felony crime has been committed or in non-traffic cases.
- iv. This Section governs all Police officers in making arrests without warrant for violations of the New Mexico Motor Vehicle Code, this chapter and other laws relating to motor vehicles, but the procedure prescribed is not exclusive of any other method prescribed by law for the arrest and prosecution of a person violating these laws.
- v. (Ord. No. 85-218, § 2, 1995; Code 1985, § 10.15.007; Ord. No. 02-236, § 7, 12-17-2013)
- 2. All persons arrested shall be taken to the Los Alamos County Detention Center and properly booked and processed in accordance with the General Orders.
- 3. Alternatives to arrest include the following:
 - i. Where appropriate and permitted by law, Officers may issue criminal citations or summons in lieu of a custodial arrest.
 - ii. In cases involving juveniles, the investigating Officer, or designee, will contact the parents of the juvenile as soon as possible and advise them of the activity that the juvenile was involved in and that they need to respond to take custody of the juvenile. They must also be advised of further action.

B. Interviews (1.2.3 (a))

- 1. **Interview:** An interview is a voluntary conversation between two or more persons in which facts or statements are elicited from another through a series of questions and answers.

2. It must be apparent to the person who is being interviewed that they are not in custody otherwise they should be advised that his or her statement is voluntary and not being made while in custody.
3. The use of **field interviews** is intended to provide documentation of persons who, due to circumstances of time, location, current crime statistics, etc., appear suspicious to an Officer.
4. Police Officers are encouraged to conduct field interviews. Field interviews are an important tool for Police Officers to aid in the prevention and investigation of criminal activity. Police Officers must gather information with proper observance of constitutional rights.
5. There are two methods of contact for field interviews: consensual encounters and investigatory stops.
 - i. **Consensual Encounter:** A consensual encounter with Police is any encounter in which a suspect or person knowingly and voluntarily agrees to speak to Police when not taken into custody. A consensual encounter may occur when a Police Officer contacts a person in such a way that would cause a reasonable person to believe that he was free to leave or disregard the Police. Police Officers may approach a person(s) on the street, sidewalk, in a public place, or on private property open to the public in order to make inquiries for investigative or other legitimate policing purposes. A person approached by a Police Officer in a consensual encounter does not have to answer any questions, may not be compelled to identify themselves, may decline to listen to the questions, and/or may go on his or her way at any time. A person cannot be compelled to answer questions during a consensual encounter and Miranda warnings are not required during a consensual encounter. A person may not be detained even momentarily during a consensual encounter without reasonable, objective, legal grounds for doing so. A mere refusal to listen to or answer questions does not furnish sufficient grounds for detainment. A person is free to walk or drive away at any time in the course of a consensual encounter. A consensual encounter requires the voluntary cooperation from the person.
 - ii. **Investigatory Stop:** An investigatory stop allows a Police Officer to stop an individual(s) when the Officer can articulate reasonable suspicion that a crime has been or is about to occur. Such an investigatory stop is permissible by a Police Officer when prompted by both the observation of conduct leading to a reasonable suspicion in light of his experience that criminal activity may be afoot and the ability of the Police Officer to point to specific and articulable facts to justify the suspicion and stop. Miranda warnings are not required during an investigatory stop and a person cannot be compelled to answer questions during an investigatory stop.
 - a. There is no rigid time limit for the length of an investigatory stop. At a minimum, the following should be considered in determining the reasonableness for the duration of the stop:
 - ◆ purpose of the stop;
 - ◆ reasonableness of the time used for the investigation that the Officers want to conduct; and
 - ◆ reasonableness of the means of the investigation used by the Officers.
 - b. A juvenile must be given Miranda rights earlier in the investigation, at the point when the child is being detained.
 - c. When a juvenile is detained, two Miranda warnings are required; (1) the right to remain silent and (2) anything said can be used against them. When the detention arises to the level of a custodial interrogation, additional Miranda rights as well as the rights pursuant to the New Mexico Children's Code must be provided.

6. All field interview contacts will be logged into the Computer-Aided Dispatch System and the interviewing Officer should attempt to obtain the person's name, race, gender, physical description, address, phone numbers, Social Security number, clothing description, vehicle information, details of the contact, and any other pertinent information to be documented in the Field Interview portion of RMS.

C. Interrogations: (1.2.3 (b))

1. An interrogation is any questioning of an individual which is designed to elicit information, statements, admissions, and/or a confession from that individual regarding a crime or suspected crime. In addition to direct questioning, a custodial interrogation includes any words or actions on the part of a Police officer which are likely to elicit an incriminating response.
2. In situations where an individual is neither arrested nor taken into custody they do not need to be advised of their Constitutional Rights. However, the Miranda Warnings are required to be administered to a suspect in a crime before questioning whenever that suspect is taken into custody or is subjected to a custodial interrogation. Such advisement shall be documented on Miranda Rights Form and maintained in the case file.
3. Whenever a suspect invokes his or her Miranda rights, or even vaguely alludes to the fact that he or she wants to speak with an attorney, all questioning shall immediately cease and the suspect given time to obtain the services of a defense attorney or secure a public defender who may be present before any questioning continues. However, an officer may resume questioning if the suspect initiates contact and affirmatively waives their right to an attorney.
4. If at the scene of an investigation into criminal activity it becomes apparent or highly likely the suspect individual committed the criminal act or the Officer developed "probable cause to believe" the individual committed a criminal act for which they may be prosecuted, the Officer shall immediately stop questioning the individual; advise them of their Miranda Rights and complete Miranda Rights Form. The form will be maintained in the case investigation file.
5. New Mexico law places additional guidelines and requirements on custodial interrogations involving felony charges. NMSA 29-1-16 regarding electronic recordings, where feasible, states:
 - i. A state or local Law Enforcement Officer shall comply when reasonably able to do so with the following procedures when conducting a custodial interrogation:
 - a. the custodial interrogation shall be electronically recorded in its entirety;
 - b. if conducted in a Police station, the custodial interrogation shall be electronically recorded by a method that includes audio or visual or both, if available;
 - c. electronic recording shall include the advisement of constitutional rights required by law.
 - ii. A Law Enforcement Officer shall comply with the provisions of this Section unless the Officer has good cause not to electronically record the entire custodial interrogation and makes a contemporaneous written or electronic record of the reasons for not doing so. Good cause includes:
 - a. the electronic recording equipment was not reasonably available;
 - b. the electronic recording equipment failed and obtaining replacement equipment was not feasible;
 - c. the individual refused to be recorded; or
 - d. the statement was made in a Court proceeding or a grand jury proceeding.

- iii. Statements that are spontaneously volunteered and not the result of a custodial interrogation are not subject to the provisions of this Section.
- iv. The provisions of this Section shall apply only to custodial interrogations when, at the time of the interrogation, the person is suspected of committing a felony offense.
- v. The provisions of this Section do not apply to custodial interrogations conducted outside the state of New Mexico.
- vi. This Section shall not be construed to exclude otherwise admissible evidence in any judicial proceeding.

D. Interview / Interrogation Rooms (42.2.10)

- 1. Except in interviews conducted in the Detention Facility, it will be the sole discretion of the Officer/investigator or Supervisor, whether or not they maintain their authorized weapon on their person while in the interview/interrogation room. Should the Officer/investigator elect to remove **the weapon, it shall be properly secured.** (42.2.10 (a))
- 2. When conducting interviews or interrogations with potential suspects after normal business hours, the Officer/Detective conducting the interview/interrogation should advise the CDC with his or her location. (42.2.10 (b))
- 3. There should be **no more than two Officers** in an interview/interrogation room at any time during an interview or interrogation. (42.2.10 (c))
- 4. In the event of an emergency or other situation where **assistance is needed**, an Officer utilizing one of the Department interview rooms should utilize the “panic” button on the portable radio or the Officer should radio dispatch using his or her portable radio to request assistance. (42.2.10 (d))
- 5. Each **interview room will be equipped** with at least two chairs and a table. (42.2.10 (e))
- 6. Officers/Detectives who are conducting interviews or interrogations shall provide subjects with reasonable access to **restrooms**, as well as access to **water and breaks.** (42.2.10 (f))

E. Access to counsel: (1.2.3 (c))

- 1. Individuals shall not be deprived of counsel. It is incumbent upon the individual after being advised of his or her rights to affirmatively request the right to counsel if he or she desires to invoke such right.
- 2. After the arrest, Detention, or any other taking into custody of a person, with or without a warrant, such person shall be permitted facilities to communicate as soon as practical with an attorney at law of his or her choice who is entitled to practice in the Courts of this state, or to communicate with any other person of his choice for the purpose of obtaining counsel.
- 3. Such communication may be made by a reasonable number of telephone calls or in any other reasonable manner. Such person shall have a right to be visited immediately by any attorney at law so obtained who is entitled to practice in the Courts of this state, and to consult with him privately.
- 4. No Officer or any other agent of this state shall prevent, attempt to prevent, or advise such person against the communication, visit, or consultation provided for by this Section.

F. Juveniles Interrogations (44.2.3)

- 1. In addition to complying with Section A of this General Order (above), the requirements listed in (see) §32A-2-14 NMSA are to be followed; particularly:

- i. Any child age 14 to 17 who is only in investigatory Detention **MUST BE ADVISED** of the **RIGHT TO REMAIN SILENT** and that **ANY STATEMENT MADE MAY BE USED IN COURT** and must waive those rights before questioning. In regards to whether or not a juvenile knowingly, intelligently and voluntarily waived his/her rights, the Courts consider the following:
 - a. With respect to children over the age of fourteen, the Children's Code codifies the totality of the circumstances test and requires that courts consider some of the circumstances that may be particularly relevant for a juvenile when determining whether a child's statements are admissible:
 - (1) the age and education of the respondent;
 - (2) whether the respondent is in custody;
 - (3) the manner in which the respondent was advised of the respondent's rights;
 - (4) the length of questioning and circumstances under which the respondent was questioned;
 - (5) the condition of the quarters where the respondent was being kept at the time of being questioned;
 - (6) the time of day and the treatment of the respondent at the time of being questioned;
 - (7) the mental and physical condition of the respondent at the time of being questioned; and
 - (8) whether the respondent had the counsel of an attorney, friends or relatives at the time of being questioned.
 - b. However, notwithstanding any other provision to the contrary, no confessions, statements or admissions may be introduced against a child under the age of thirteen years on the allegations of the petition. There is a rebuttable presumption that any confessions, statements or admissions made by a child thirteen or fourteen years old to a person in a position of authority are inadmissible. See NMSA § 32A-2-14
 - ii. Unlike adults, juveniles in custodial interrogation must have their Miranda Rights **EXPLAINED** to them, not just read, before questioning.
 - iii. Juveniles must also be advised that they have the right to have a parent, guardian or custodian present during any questioning.
 - iv. A Miranda Rights Form shall be completed prior to questioning and included in the investigation file.
- 2. The interrogation of juveniles shall be limited to no more than two (2) Officers being present.
 - 3. The questioning will last no longer than two (2) hours without at least a thirty (30) minute break.
 - 4. Prior to the interrogation beginning the Officer must explain the Department and juvenile justice system to the juvenile.
 - 5. Any juvenile under the age of 13 years of age will have parent/guardian present prior to questioning.
 - 6. A child under the age of thirteen alleged or adjudicated to be a delinquent child shall not be fingerprinted or photographed for identification purposes without obtaining a court order.

G. Non-English Speaking Individuals

1. Every effort will be made to assure that non-English speaking persons will be communicated with in an effective and professional manner. The following procedures will be followed to assist Department members:
 - i. If the individual involved is speaking Spanish, an on-duty member of the Department who speaks Spanish may be called upon to assist.
 - ii. If a Spanish speaking member of the Department is not available or if the individual speaks a different language, the Department member shall utilize the retained services of Language Line (See Section c and d below).
 - iii. If the person is making contact via telephone:
 - a. Place the call on Conference Hold;
 - b. Dial 1-800-871-2497;
 - c. Provide the answering agent with the Account Code 945004;
 - d. Provide the answering agent with the name of the Department and the name of the County;
 - e. Advise the answering agent of the language used by the Non-English speaking caller (if known);
 - f. After the agent connects an interpreter to the line, brief the interpreter on what is needed and what you wish to accomplish and provide any instructions;
 - g. Add the Non-English speaker to the line;
 - h. At the completion of the call, thank the Interpreter and say, "End of Call."
 - iv. If the Non-English speaking individual is in direct contact with the Officer or member of the Department, follow the directions in "c" (above) with the exception of step 1.
 - v. If the contact is taking place in the field or away from a telephone:
 - a. Use a cell phone; or
 - b. Contact the Consolidated Dispatch Center (CDC) and request a phone patch through the radio system.

H. Speech and Hearing Impaired Individuals

1. Every effort will be made to assure that individuals with speech and /or hearing impairments will be communicated with in an effective and professional manner. The following procedures will be followed:
 - i. attempt to communicate with the individual in writing.
 - ii. contact the Consolidated Dispatch Center (CDC) for assistance from the list of resources regarding Special Needs Individuals.
 - iii. attempt to establish communication through the TTY phone system at the Consolidated Dispatch Center.

I. Special Needs Individuals

1. Every reasonable effort will be made by all members of the Department to assist all persons in need of special assistance. Specifically, NMSA § 28-8-3. Duty of Peace Officer, which states: (Quote)

- i. A Peace Officer shall make a diligent effort to determine whether any disabled person he finds is an epileptic or a diabetic or suffers from some type of illness that would cause the condition. Whenever feasible, this effort shall be made before the person is charged with a crime or taken to a place of Detention.
 - ii. In seeking to determine whether a disabled person suffers from an illness, a Peace Officer shall make a reasonable search for an identifying device and an identification card or the type described in Subsection B of Section 2 [28-8-2 NMSA 1978] of this act and examine them for emergency information. The Peace Officer may not search for an identifying device or an identification card in a manner or to an extent that would appear to a reasonable person in the circumstances to cause an unreasonable risk of worsening the disabled person's condition.
 - iii. A Peace Officer who finds a disabled person without an identifying device or identification card is not relieved of his or her duty to that person to make a diligent effort to ascertain the existence of any illness causing the disabled condition.
 - iv. A claim for relief against a Peace Officer does not arise from his making a reasonable search of the disabled person to locate an identifying device or identification card, even though the person is not wearing an identifying device or identification card. However, nothing found on the disabled person during a search authorized under this act [28-8-1 to 28-8-7 NMSA 1978] shall be admitted into evidence in any Court in a criminal proceeding where the disabled person is a defendant if the admission of the product of the search would not be entitled to admission except for the authority to search granted in Subsection C of this Section.
 - v. A Peace Officer who determines or has reason to believe that a disabled person is suffering from an illness causing his condition shall promptly notify the person's physician, if practicable. If the Officer is unable to ascertain the physician's identity or to communicate with him, the Officer shall make a reasonable effort to cause the disabled person to be transported immediately to a medical practitioner or to a facility where medical treatment is available. If the Officer believes it unduly dangerous to move the disabled person, he shall make a reasonable effort to obtain the assistance of a medical practitioner.
2. The Consolidated Dispatch Center Manager shall annually, in January of every year, conduct a search, review and update any and all resources, persons, groups and networks in Los Alamos County that may be of assistance to the Department or to individuals with special needs. Such list shall be maintained and readily available to all CDC personnel, members of the Department and persons with special needs requesting assistance.

J. Search and Seizure (1.2.4)

- 1. **Search and Seizure** – People shall be secure in their persons, papers, homes and effects from unreasonable searches and seizures. Merely looking at that which is in plain view is not considered a search.
- 2. **Searches Without Warrants** – Searches of persons, vehicles and property may be conducted without a search warrant under the following conditions:
 - i. **Consent** – given knowingly, intelligently and voluntarily by a person who has actual control and authority over the place or item to be searched. Consent must be given without force, duress or compulsion of any kind and must be limited to the area of search agreed upon by a person who has the capacity to consent, namely a property owner or one who has control and authority over the property.

- ii. **Incident to Arrest** – includes only the area immediately accessible to the arrestee at the time of the arrest for the protection of the Officer and to prevent the destruction of evidence. The scope of the search is limited to the person and to the immediate area the arrestee might have access to obtain a weapon or destroy evidence.
 - iii. **Exigent Circumstances** – when probable cause exists. Those circumstances that would cause a reasonable person to believe that entry, collection (or other relevant prompt action) was necessary to prevent physical harm to the officers or other persons, the destruction of relevant evidence, the escape of a suspect, or some other consequence improperly frustrating legitimate law enforcement efforts
 - iv. **Plain View** – items may be seized without a warrant if the Police officer was lawfully positioned when the evidence was observed, and the incriminating nature of the evidence was immediately apparent, such that the officer had probable cause to believe that the article seized was evidence of a crime.
 - v. The **stop-and-frisk** doctrine - to justify a frisk of a person or a protective sweep of an automobile on officer safety grounds, the officer must be confronted with circumstances that support a reasonable suspicion that the subject is both armed and dangerous.
3. **Searches with Warrants** – The following steps must be followed regarding Search Warrants: (74.3.1)
- i. Affidavits for search warrants for felony crimes or Affidavit with complicating factors shall be reviewed by the District Attorney's Office before being submitted to a District Court Judge.
 - ii. All Search Warrant Affidavits must be reviewed and approved by a Supervisor. Information in the Affidavit must be accurate, timely and specific to the place to be searched and the items to be seized.
 - iii. A Magistrate Judge's signature may be secured on the search warrant for a search within the magistrate's jurisdiction.
 - iv. A search warrant signed by a District Court Judge is preferable. Cases that may be prosecuted in Federal Court mandate at a minimum, a District Court warrant is obtained. Warrants signed by a District Court Judge may be served anywhere within the State of New Mexico.
 - v. Search warrants can only be served between the hours of 6:00 am and 10:00 pm unless a special nighttime search is granted by the judge.
 - vi. Search warrants must be served within ten days of issue.
 - vii. The return and inventory along with the warrant must be promptly returned to the Court for filing within three days of its execution.

Approved by:



Dino Sgambellone
Chief of Police

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239 Bias-Based Profiling - Prohibited			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	1.2.9		

I. PURPOSE

The purpose of this General Order is set guidelines for all members of the Los Alamos County Police Department as it relates to profiling and interacting with others, either in an enforcement mode or in routine official contacts.

Members of the Los Alamos County Police Department are required to serve the public without bias towards anyone – regardless of their age, sex, color, ethnicity, national origin, veteran status, political affiliation, sexual preference, physical disabilities, religion or other belief system.

II. POLICY

It is the policy of the Los Alamos County Police Department that members shall, without exception, treat all persons with professionalism, dignity and respect regardless of their age, sex, color, ethnicity, national origin, language or accent, veteran status, political affiliation, sexual preference, physical disabilities, religion or other belief system. Nothing in this policy is meant to deter Officers from taking appropriate enforcement action or conveying a strong deterrent message to actual or potential violators of the law that such actions are likely to result in Police contact. Officers are expected to patrol in a proactive manner, to aggressively investigate suspicious persons, circumstances, crimes and unusual activities, and take appropriate enforcement or other actions. The treatment, assistance, and enforcement actions taken by members of the Department shall be based solely upon an individual's behavior or actions. Individuals will only be stopped or detained when there exists reasonable suspicion to believe they have committed, are committing, or are about to commit a violation of the law.

Members of the Los Alamos County Police Department found to be involved in bias profiling will be subject to disciplinary action up to and including termination.

III. DEFINITIONS

BIAS – means an attitude resulting in actions either for or against an individual or group of individuals based on differences from one's own beliefs or characteristics such as age, sex, color, ethnicity, national origin, language or accent, veteran status, political affiliation, sexual preference, physical disabilities, religion or other belief system.

BIAS-BASED PROFILING – The interdiction, Detention, arrest or other nonconsensual treatment of an individual because of a characteristic or status, such as race, ethnicity, color, national origin, language, gender, gender identity, sexual orientation, political affiliation, religion, physical or mental disability or serious medical condition, or economic status.

REASONABLE SUSPICION – means that an Officer must have a specific and articulable basis in fact for suspecting illegal activity or circumstances has occurred, is occurring, or is about to occur. Such actions must be reasonable when viewed objectively in the light of the circumstances, and the scope and character of the actions must be reasonably related to the actions and behaviors.

RACE - U.S. Census Bureau, <http://www.census.gov/topics/population/race/about.html>

White – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American – A person having origins in any of the Black racial groups of Africa.

American Indian or Alaska Native – A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.

Asian – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Native Hawaiian or Other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

IV. PROCEDURES

A. Prohibition of Biased based profiling. (1.2.9 (a))

1. Members of the Department will treat all individuals with professionalism, dignity and respect at all times. They shall neither engage nor participate in any actions as defined in **bias-based profiling** or that is contrary to the intent of this General Order.
2. Officers will make stops and conduct field interviews only on the basis of reasonable suspicion or consensual encounter, and shall make arrests only on the basis of probable cause. This policy shall not preclude Officers from stopping a person to offer assistance. This policy does not prohibit stopping someone suspected of a crime based on a description that includes one or more of those identified attributes, or considering a person's apparent age when investigating curfew or liquor law violations.
3. Unless self-disclosed, the Officer shall use his or her best judgement when listing ethnicity and/or race.

B. Training: (1.2.9 (b))

1. Supervisors will review this General Order with all of their subordinates at least once a year and forward documentation of such review, to include the date and time of such review and the names of personnel present to the Commander of the Staff Services Bureau for inclusion in each member's training file. This will be in adherence the Prohibition of Profiling Practices Act NMSA 1978 § 29-21-1-4 et seq.

C. Violations: (1.2.9 (c))

1. Supervisors who become aware of violations of this General order will take immediate corrective action, document the violation and forward it through the chain of command to the Chief of Police. Follow up may include training for individual members or the entire Department or disciplinary action up to and including termination.
2. The Chief of Police or his designee will submit a redacted copy of all complaints and a description of their disposition to the New Mexico Attorney General. The documents submitted to the Attorney General shall disclose the nature and disposition of the

complaint but shall not disclose personal identifying information of a Law Enforcement Officer or complainant.

3. All complaints in regards to the violation of this policy, will be investigated regardless of whether they are oral or in writing, anonymous or made by 3rd parties.

D. Administrative review of Department practices: (1.2.9 (d))

1. The Department will review traffic stops and suspicious person contacts to ensure compliance with the law and to determine any deficiencies.
2. A documented annual administrative review of data collected as a result of this directive will be conducted by the Chief of Police or his designate. The Department will analyze data from its various records programs to ensure that racial/ethnic characteristics are not being used as a basis for traffic and other enforcement efforts and to attempt to proactively identify potential training or policy issues.

Approved by:



Dino Sgambellone
Chief of Police

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240 Search and Rescue Operations			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	46.2.5		

I. PURPOSE

The purpose of this General Order is to establish guidelines and procedures for Search and Rescue Operations in Los Alamos County. (46.2.5)

II. POLICY

It is the policy of the Los Alamos County Police Department to place high value on human life and to expeditiously respond to situations involving the search and rescue for missing, lost, trapped, and injured persons within the County and provide all possible assistance to affect their rescue.

III. DEFINITIONS: None at this time.

IV. PROCEDURES

1. Upon notification that an individual(s) is lost, trapped, and/or injured in the County, the Department member shall immediately advise the On-duty Patrol Supervisor of the situation.
2. The On-duty Patrol Supervisor shall immediately initiate search and rescue operations if the individual is believed to be in, or immediately adjacent to, a residential area. The Department's ATVs may be deployed in the search and rescue operation at the discretion of the On-duty Patrol Supervisor if the individual is believed to be in a non-residential area.
3. If the individual is believed to be in a remote area of the County and not immediately located, the On-duty Patrol Supervisor shall initiate notification of the situation up the chain of command to the Chief of Police or his or her designee.
4. At the discretion of the Chief of Police, or designee, the New Mexico State Police Search and Rescue (SAR) Team in Santa Fe shall be contacted at 505-827-9228, or through their CDC, and their assistance requested. **(NOTE: The State Legislature has charged the New Mexico State Police with Search and Rescue responsibility).**
5. The Command Officer on the scene will establish a Command Post and continue search and rescue operations until the arrival of the NM State Police SAR Team.
6. The Command Officer will brief the SAR Team Leader on the situation and actions taken and will assist and coordinate search and rescue operations with the SAR Team.
7. Upon the completion of a search and rescue operation, the Chief of Police shall direct that either a debriefing be held or an After Action Report be prepared for an administrative review.

Approved by:



Dino Sgambellone
Chief of Police

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241 Liaison with Other Agencies			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	ADM.15.01 – 15.03		

I. PURPOSE

The purpose of this General Order is to provide the Los Alamos County Police Department with guidelines concerning working relationships with other agencies.

II. POLICY

It is the policy of the Los Alamos County Police Department to establish and maintain a positive working relationship with other agencies. The guidelines set out herein should assist employees in maintaining open communication and cooperation with other agencies not only within the Criminal Justice System, but in the realm of social services.

III. RESPONSIBILITIES

1. All employees of the Department are reminded that they work for the public and they are responsible to protect and serve in all areas of public safety.
2. Employees often encounter people who are in need of services from one or more of the local social service agencies. Although these problems may not be of a criminal nature, employees are obligated to make every effort to determine the needs of the individual and assist in obtaining help.
3. Because all criminal justice and social service agencies must work together, each employee is responsible for acting in a Courteous and professional manner when in contact with other criminal justice, correctional, and social service agencies.

IV. REFERRALS

1. Department employees, in the course of performing their duties, often encounter people in need of a type of help best provided by another criminal justice or social service agency.
2. All employees are expected to be familiar with the application of New Mexico State Law as it applies to problems arising within the community. In dealing with problems presented to the employee, the determination of whether the problem is of a criminal nature or of a social or civil nature is made by the employee.
3. Referrals to other agencies should be based upon specific criteria:
 - i. Nature of the problem;
 - ii. Type of help or remedy required;
4. Identification of the agency best suited to provide the necessary remedy.
5. Juvenile problems should normally be referred to and handled by either Children, Youth and Families, the Juvenile Probation and Parole Office, or the Department of Human Services.

6. Adult criminal nature problems should be handled through either the District Attorney's Office, Magistrate Court or Municipal Court. The determination which office is to be referred to should be based on the type and degree of the crime.
7. Problems which are determined to be of a civil nature should be referred to either the Los Alamos County Sheriff's Office or Magistrate Court.
8. Issues which could be deemed a social problem should be referred to a variety of services and resources which are available in or near Los Alamos County. Employees should maintain a working knowledge of the available services and resources in order to expedite the referral process. Agencies can include: Red Cross, Salvation Army, Local Churches, Domestic Violence Shelters, etc.
9. At times, a situation may require an Officer to transport individuals to a social service agency, arrange for transportation, or arrange for a representative of the agency to come to their location. In these situations, employees should cooperate fully with all social service agencies, if possible.
10. The Los Alamos Police Department will also have situations which may require Officers to make referrals to other Law Enforcement and fire rescue agencies, Adult Probation and Parole, Juvenile Probation and Parole, Human Services, local emergency medical care and any other agencies deemed necessary to accomplish the situation at hand.

Approved by:



Dino Sgambellone
Chief of Police

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242 Courtroom/Courthouse Security			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	70.1.8, 73.1.1, 73.2.1, 73.3.1, 73.3.2, 73.4.1, 73.4.2, 73.4.3		

I. PURPOSE

The purpose of this General Orders is to establish guidelines for handling security at the Municipal, Magistrate, and District Courts.

II. POLICY

It is the Policy of the Los Alamos County Police Department to assist the local Courts in Courtroom security. There are no assigned Department Officers to any of the local Courts full time.

III. PROCEDURES

- A. Courthouse security falls under the control of the Courts. The Los Alamos Police Department will assist the Courts with physical plans, security operations, special operation's needs, high risk trial and emergency procedures for fire/bomb and escape on an as needed bases at the request of the Courts. The Department will assist the Courts with manpower and equipment needs with the approval of the Chief of Police. (73.1.1 (a))
- B. No Officers of the Police Department are permanently assigned to Court security duties. (73.1.1 (b))
 1. On special circumstances, when requested by the Courts, the on duty Shift Commander shall assign an Officer to Court security duties from Patrol when available. If unavailable will coordinate with other Sections within the Department to cover security duties. (73.1.1 (c))
 - i. Court Security duties will include;
 - a. Searching the Courtrooms for contraband, weapons or any other unusual items both before and after the Court hearing.
 - b. At the discretion of the Judge, inspect and search persons and personal effects entering the Courtroom for weapons or recording equipment.
 - c. Remain physically present in the Courtroom or in close proximity within the Court building to respond to any disturbance.
 2. Several duress alarms are provided at various locations within the Courts building. Officers will respond immediately to any activated alarm. (73.4.3)
 3. A telephone is located in each Court office and in the Courtroom at the Recorder's bench if needed. (73.4.2)
 4. Video cameras are installed at various locations throughout the Court building including the Court rooms. Camera images are monitored by personnel in the Detention Center Control Room who are responsible for notifying Dispatch when a disturbance is observed.
- C. Facilities, Equipment, Security Survey (73.2.1)
 1. Facility access will be controlled and set up by the Courts. This includes the Court responsibility for administering restricted areas, key control, ADA (Americans with Disabilities Act) accessibility, and communications. (73.2.1 (a))

2. Equipment needed by the Court in regard to fire suppression, medical supplies, restraining devices, communications, and or weapons are the Courts responsibility. (73.2.1 (b))
3. The Police Department may assist in developing a plans and procedures regarding Court security needs and concerns at the request of the Courts. (73.2.1 (c))
4. A metal detector is provided by the Courts for the use of security. The Police Department has access to the metal detector when needed and maintains a key within the briefing room key box. If used by the Police Department, the metal detector will be left clean and in a state of readiness. (73.4.1)

D. Weapons (73.3.1)

1. Only certified Law Enforcement Officers will be authorized to carry weapons in Court unless authorized by the presiding judicial Officer for that Courthouse or Court facility, 29-19-1, NMSA, 1978.

E. Inmates will be escorted from the Detention center to the Court building in a safe and secure manner and in compliance with General Order 319 Inmate Prisoner Transport.

1. The Detention Shift Supervisor will assign a Detention Officer(s) to escort Court scheduled inmates to assigned Courts.
2. Detention Officer(s) will instruct the inmate(s) not to talk or gesture to anyone in the public seating area of the Courtroom and if they do, they may be removed from the Courtroom.
3. Restraints will remain on the inmates while in Court. This will be done in accordance to retaining inmates during transports. By the order of the Court, restraints can be removed. (73.3.2)
4. The Court Rooms do not have holding cell. The Detention Officer will use either of the holding cells located on the First floor of the Court building to hold an inmate if he or she feels that there might be a security threat. Holding cells will be searched both prior to and after use.
 - i. The Detention Officer will use the holding cells if Court is delayed, recessed or if there are multiple inmates for different Court hearings.
 - ii. While in use, the holding cells will be monitored by Master Control in the Detention Center.
 - iii. Inmates will be escorted individually from the holding cells into the Magistrate/District Courtroom by using the elevator and coming into the north side of the Courtroom.
5. Inmates will be seated at the defendants table near the north exit door of the Courtroom.
6. After Court proceedings are terminated, inmates will be escorted back to the Detention Center in the same manner.
7. The Court will be notified when transporting a detainee that poses a **security risk**. (70.1.8)
 - i. Security risks include, but are not limited to: escape risks, suicide potential, gang affiliation, or potential for violence.

Approved by:



Dino Sgambellone
Chief of Police

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243 Victim and Witness Services			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	55.1.1, 55.1.2, 55.1.3, 55.2.1, 55.2.2, 55.25		

I. PURPOSE

The purpose of this General Order is to assure victims and witnesses receive support and fair treatment. We must ensure that they receive professional and courteous assistance as needed.

II. POLICY

It is the Policy of the Los Alamos County Police Department to protect victim's rights and assist victims and witnesses of a crime.

III. DEFINITION

Victim advocate: Trained professionals who provide support to crime victims. Advocates offer victims services including information, emotional support, assistance in finding resources, and assistance with understanding how to complete paperwork, and may attend court, but not testify, with victims. Advocates may also contact organizations, such as criminal justice or social service agencies, to get assistance or information for victims. Advocates may run support group(s) and provide in-person support.

Crime victim: An individual against whom a criminal offense is committed, including a family member or a victim's representative when the individual against whom a criminal offense was committed is a minor, is incompetent, or is a homicide victim. Victims are generally physically and/or emotionally injured due to the occurrence of a crime. Victims can be the direct target of a criminal act or people who experience emotional trauma as a result of witnessing such an incident.

Victim needs: Victims of crime experience a variety of critical physical, psychological and social needs including:

1. **Safety:** Protection from perpetrators and assistance in avoiding re-victimization.
2. **Support/Justice:** Assistance to enable participation in the criminal justice system processes; seeing perpetrators are held accountable.
3. **Information:** Useful information about victims' rights, criminal justice system processes, and available victim services.
4. **Access:** Ready availability to support services.
5. **Voice:** Opportunity to be heard on specific court processing and assistance questions.

IV. PROCEDURES

A. Department Responsibility

1. The Department shall have on hand a listing of available services in Los Alamos County which may meet the needs of victims/witnesses with whom we come into contact.

2. It is the responsibility of the Field Training Program Manager to ensure that newly hired employees receive training to include the specific rights of victims, as well as our response to them.
3. Additional, on-going training shall be provided to first responders. This training may cover existing laws with annual updates and information.
4. It will be the responsibility of the assigned Officer to re-contact the victim/witnesses (as defined in the Victims of Crime Act) to schedule line-ups and interviews at the convenience of the victim/witness when applicable.
5. It will also be the responsibility of the assigned Officer to determine whether any property taken is needed for evidentiary purposes so that it may be returned to the victim/witness as soon as practical (except for contraband, disputed property, and weapons used in the course of the crime.)
6. In the event an arrest is made in a case (as defined in the Victims of Crime Act), the assigned Officer will be responsible for contacting the victim to notify them an arrest has been made.
7. The Department realizes that a victim's willingness to cooperate may be thwarted by threats and intimidation. The Department will provide appropriate assistance based on available resources to victims/witnesses whom have been threatened or intimidated, including filing of additional charges, if applicable, against the offending party.

B. Victim and Witness Information

1. As part of a preliminary investigation, members of the Department will provide information regarding applicable services (medical and legal services etc.) and advising the victim on the procedure to follow if they are threatened or intimidated.
2. The Officer is required to provide victims/witnesses with the business card which contains Officer's name, call number and follow-up phone numbers.
3. The Officer will provide victims/witnesses information on obtaining emergency protective orders if necessary. The emergency protective order is valid for 72 hours the Officer must obtain a written statement from victim and prepare a Police report before contacting the Judge. The Officer will contact the District Court Judge or his or her Administrative Assistance. Both the Officer and the victim will be required under oath to disclose information in both the Police report and the victim's statement. At this time District Court Judge will make a ruling as to whether the emergency protective order is issued. The emergency protective order is designed to protect human life. When legal assistance is appropriate contact the District Judge, 1st Judicial District Court or Domestic Relations Hearing Officer at public service number (505) 455-8250.
4. Officers who are responding to victims/witnesses will make arrangements for victims/witnesses to go to safe places and/or medical facilities.

C. Police Victim Assistance (55.1.3 (a))

1. Safety and Security
 - i. Officers are responsible for security of the crime or incident scene to protect lives and ensure safety.
 - ii. Officers shall render emergency aid to individuals who have suffered physical injuries, and shall, as soon as possible, summon any necessary medical assistance.

- iii. Where physical injuries are not apparent, victims shall be asked if they are injured and whether medical attention is required.
- iv. In order to reduce fright and promote victim communication, the victim should be informed as soon as appropriate that they are no longer in immediate danger.
- v. Recognizing victims often suffer physical and/or emotional shock, Officers shall assist them in making decisions and keep them informed of Law Enforcement actions.
- vi. Whenever possible, Law Enforcement Officers should not leave a distraught victim alone. Arrangements should be made to have a relative, friend, family, or Chaplain to join the victim for emotional support and comfort, or arrange for transportation of the victim to a friend, family member or other appropriate service provider.

D. Providing Emotional Support

1. In order to calm and assist the victim in regaining composure, Officers and communications shall:
 - i. Allow the victim a reasonable period of time in which to express feelings and emotions while describing what happened during the incident.
 - ii. Express empathy for the victim and recognition and understanding for emotional reactions.
 - iii. Provide reassurance the victim's feeling is normal and understandable.
 - iv. Not be overtly judgmental of the victim's feelings and emotions or the apparent lack thereof, or of victim judgments or actions related to the incident.
 - v. Help redirect any self-blame and responsibility for the criminal act from the victim to the perpetrator; and
 - vi. Emphasize your commitment and that of the Department to assist and work with the victim.
 - vii. Assist the victim in reaching any form of emotional assistance through community programs (i.e. Community against violence advocate, Crimes against Victims).
2. Strongly encourage victim to contact dispatch immediately if they are threatened or intimidated by anyone as a result of reporting the crime, or if they obtain any new information regarding the crime.
 - i. The Consolidated Dispatch Center (CDC) will serve as **a single point of contact** to provide 24 hour 9-1-1 or Police Emergency line referral information regarding **this Department's response** with **direct law enforcement service** and victim/witness services. (55.2.1 (a))
 - ii. Additional services offered in **this Department's jurisdiction by other organizations**, include but are not limited to; 24-hour victim advocate; 24-hour emergency fire response; 24-hour Emergency Medical Service (EMS) to those in need of medical attention and/or phone numbers for local medical facilities; counseling to include Center for Individual & Family Services, Los Alamos Medical Center, and additional services that maybe available. (55.2.1 (b))

E. Assistance to Victims and Witnesses who are Threatened (55.2.2)

1. **This Department will provide assistance to victims/witnesses** who have been **threatened** or who, in the judgment of this Department, express specific, credible reasons for fearing intimidation or further victimization.
2. If a Department member becomes aware of a credible threat to a victim/witness, the Department member shall ensure the victim/witness is made aware of the threat.

3. This assistance may vary depending on the urgency, credibility, and/or seriousness of the threat as determined by members of this Department. The assistance may include extra patrol or checks on a residence or business, or, in extreme cases, may include physical surveillance and/or protection by specially assigned Officers.
 - i. If a member of this Department becomes aware of a credible threat to a victim/witness who is not physically present within this jurisdiction the member should, as soon as possible, contact the appropriate jurisdiction with this information, requesting that they provide any necessary assistance.

F. Information and Referral

1. Before leaving the scene, it is important that Officers take the steps necessary to meet victim's needs for support and information. These include:
 - i. providing the case number, if applicable, give a brief overview of what actions will be taken shortly thereafter, give the DA's contact information and answer any questions.
 - ii. providing information on victim service agencies, medical and crisis intervention services available in the community;
 - iii. leaving names and telephone numbers where the victim can reach the Officer at the Department, and encouraging the victim to report additional information about the incident or to request information or assistance.
 - iv. At the earliest appropriate time, employees shall explain and provide victim(s) with written information regarding the following: (55.1.1)
 - a. New Mexico's victims' rights laws
 - b. Specific rights and protections available under domestic/family violence laws where applicable.

G. Notifying Victims when Arrests are made (55.2.5)

1. When practical, whenever an arrest is made, the arresting Officer, case investigator or Records personnel will notify the victim (or reporting party in cases where the victim is a juvenile):
 - i. That an arrest has been made and what charges have been filed.
 - ii. The name of the defendant
2. The Department provides information on the Victim Information & Notification Everyday (VINE) system which allows the victim/witness to receive notification of the following:
 - i. When an offender is released from the custody of a county jail or state correctional facility.
 - ii. When an offender is transferred from one jail to another.
 - iii. When an offender dies or escapes while in custody of a county jail or a state correctional facility.
 - iv. When the offender is scheduled for a Court hearing

H. Confidentiality (55.1.3 (b))

1. To the extent possible within the New Mexico State Statutes and other applicable law, records and files of victims and witnesses and their **role in case development** will be kept **confidential**

while a case is under active investigation. Once an investigation is complete, however, there are limited provisions under New Mexico State Law to provide confidentiality for victims/witnesses of crimes.

I. Agency Relations (55.1.3 (d))

1. **The Community Liaison Sergeant or his or her designee will maintain contact with other criminal justice agencies and the victim/witness advocates**, and work cooperatively with other social-service agencies in the development of programs serving the victim-witness populous.
2. There are numerous public and private agencies that may provide assistance for various needs and problems encountered by the public, such as; health and social services agencies which may be called upon to provide assistance; housing, food, and clothing offered through various agencies; and transportation that is made available in some instances by private agencies.

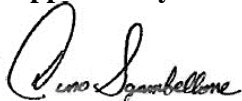
J. Media Relations

1. **The Department will periodically inform the public and** media about the role of the Department in victim/witness assistance services. (55.1.3 (c))
 - i. Articles in local newspapers, information on the Department's website, or information distributed or relayed during neighborhood and/or community meetings will be the primary mechanisms for the distribution of victim service information.
 - ii. Additional information may be provided as special circumstances and/or problems arise within the community and/or to specific target groups within the community.

K. Review of Victim/ Witness Needs (55.1.2)

1. The Community Liaison Sergeant or his/her designate will complete a review of available services to include needs for victim/witness needs at least once every three years.
2. The Department shall maintain information concerning available services within or nearby the Department's service area.

Approved by:



Dino Sgambellone
Chief of Police

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244 Juvenile Operations			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	44.1.1, 44.1.2, 44.1.3, 44.2.1, 44.2.2, 44.2.5, 82.1.2		

I. Purpose

The purpose of this chapter is to identify the organizational and operational aspects of juvenile operations for the division.

II. Procedures

A. Juvenile operations function (44.1.1)

1. The Department will demonstrate its commitment to the development and perpetuation of programs designed to prevent and control juvenile delinquency by providing the following services/programs:
 - i. Programs intended to prevent and control delinquent and criminal behavior by youths including the Community Liaison Unit, the School Resource Officer program, Police Explorer Program, and youth diversion programs with Juvenile Court.
 - ii. Follow-up of youth arrests;
 - iii. Investigation of crimes involving juvenile offenders and/or victims;
 - iv. Coordination and preparation of Court cases involving juvenile offenders;
 - v. Diverting juvenile offenders out of the juvenile justice system and resolving cases on an informal basis;
 - vi. Designing and implementing or participating in other educational programs designed to offer education and alternatives to criminal activity, including: Safety Town, etc.
2. While primary responsibility for the coordination of youth oriented activities in the Department will be coordinated by the Community Liaison Unit, all Department functions and personnel share the responsibility for participating in and supporting the Department's juvenile operations function.

B. Juvenile Justice System (44.1.2)

1. The Community Liaison Unit is responsible for the juvenile function and shall maintain liaison with other elements of the juvenile justice system so that the other elements (Courts, teen Court, probation, etc.) can review, comment, or contribute to the development of Department policies relating to juveniles.

C. Annual Evaluation of Juvenile Operations (44.1.3)

1. The Community Liaison Unit Supervisor or his or her designee shall prepare an annual review and written evaluation of all enforcement and prevention programs designed to comply with General Order.
2. This annual review and evaluation should consider both the quantitative and qualitative elements of each program and provide conclusions and recommendations as to whether a particular program should be continued, modified, or eliminated.

D. Operations (44.2.1)

1. Using least coercive alternatives
 - i. Officers dealing with juvenile offenders shall use the least coercive reasonable alternative, consistent with preserving public safety, order, and individual liberty. The least coercive reasonable alternative is the preferred course of action with notification being made to parent or guardian unless the offense involves a minor traffic violation. (44.2.1 (a))
2. Reasonable alternatives include:
 - i. Officers may release a juvenile offender with no further action based on all of the following criteria:
 - a. Officer discretion;
 - b. Circumstances of the case (i.e. minor or non-serious offense, victim's request, etc.);
 - c. Only if this action will not conflict with other directives or orders;
 - d. The Investigations Unit may recommend no further action on assigned cases so long as the parent/guardian voluntarily agrees to increased supervision of the juvenile. Such action is normally taken after consultation with a Supervisor and/or a Prosecutor.
 - ii. Officers shall issue written citations or summons if at all possible rather than taking juveniles into custody. (44.2.1 (b))
 - a. The citing/arresting Officer is required to notify the parent/guardian of any juvenile cited or arrested for any criminal misdemeanor or felony.
 - iii. The parent/guardian of the juvenile shall be advised of the possible outcomes of action against the juvenile (no further action, diversion, Court).
 - a. The citing Officer does not have to notify the parent/guardian of any juvenile cited for any minor traffic offense.
 - b. If the citing/arresting Officer is unable to contact a parent/guardian at the time of arrest or citation, the Officer will note this fact on the offense report.
 - c. The citing/arresting Officer should attempt follow-up contact with the juvenile's parent/guardian.
 - d. If the citing/arresting Officer is unable to make contact, the on-duty Supervisor may authorize that the juvenile be released to another responsible adult who agrees to take custody of the juvenile and who the juvenile is comfortable being released to. The responsible adult and their contact information should be listed on the offense report.

3. Referral to Juvenile Court or to the formal juvenile judicial process should be restricted to those cases involving serious criminal conduct or repeated violations, (unless otherwise directed by a Supervisor), including: (44.2.1 (c))
 - i. Delinquent acts which if committed by an adult would constitute a felony;
 - ii. Any offense involving a weapon;
 - iii. All serious gang-related delinquent acts;
 - iv. All acts involving aggravated assault;
 - v. All delinquent acts committed by juveniles on probation, parole, or with a case pending;
 - vi. All repeated delinquent acts within twelve months;
 - vii. Cases in which parental supervision is not adequate or effective to produce the desired outcome;
 - viii. Cases in which the juvenile has committed a delinquent act which would constitute a crime if committed by an adult and the juvenile poses a risk to the safety and/or security of the general public;
 - ix. In cases where a juvenile is to be booked into a Juvenile Detention facility, the arresting Officer will be responsible for filing the criminal charges with the Juvenile District Court.

E. Provision for Juvenile Custody

1. Juveniles alleged to have engaged in non-criminal misbehavior (**unruly offenses**) shall be released to a parent, guardian, or other responsible adult unless otherwise directed by a Supervisor. (44.2.2 (a))
2. The conditions under which a child (juvenile) may be taken into **custody** by a Law Enforcement Officer; these include:
 - i. Pursuant to a **Court order**
 - ii. Pursuant to a **law of arrest**
 - iii. By a **Law Enforcement Officer** or duly authorized Officer of the Court under specified conditions: (44.2.2 (b))
 - a. When there are reasonable grounds to believe that the child is **suffering from some illness or injury and is not receiving proper care**, and the child's removal is necessary to prevent immediate or threatened physical or emotional harm.
 - b. When there are reasonable grounds to believe that the child is in **immediate danger from the child's surroundings** and the child's removal is necessary to prevent immediate or threatened physical or emotional harm.
 - c. When there are reasonable grounds to believe that a parent, guardian, custodian, or other household member has **abused or neglected** another child in the same household, and the child is in danger of immediate or threatened physical or emotional harm.

- d. When there are reasonable grounds to believe that the child has **run away** from the child's parents, guardian, or other custodian.
 - e. When there are reasonable grounds to believe that the conduct, conditions, or surroundings of the child are endangering the **health, welfare, and safety** of the child.
 - f. When, during the pendency of Court proceedings, there are reasonable grounds to believe that the child may **abscond or be removed** from the jurisdiction of the Court or will not be brought to Court.
 - g. When there are reasonable grounds to believe the child committed a **delinquent act** and taking the child into custody is necessary to protect the public interest and safety.
 - h. When a **complaint has been filed** or the child has been **indicted or charged by information** as a serious youthful offender.
3. The **constitutional rights of juveniles** shall be protected. (44.2.2 (c))
- i. Officers shall advise juvenile offenders of their constitutional rights and shall provide the Miranda warning prior to custodial interrogation.
 - ii. Officers will contact the parent or guardian of the juvenile prior to questioning when the juvenile in custody is 13 or younger.
4. Juveniles who have been taken into custody shall be **processed and released** to a parent, guardian, or other responsible person at the scene or shall be taken to the Santa Fe County Juvenile Detention facility without delay, with the exception of a juvenile who requires emergency medical treatment. (44.2.2 (d))
- i. If a juvenile is transported to and released to the care of a Santa Fe County Juvenile Detention facility this transport will occur without delay.
 - ii. Santa Fe Juvenile Detention will take care of the processing to include fingerprinting and photographs.
5. When taken into custody, the juvenile's **parent(s) or guardian(s) shall be notified** as soon as practical by the arresting Officer. (44.2.2 (e))
- i. If the citing/arresting Officer is **unable to contact a parent/guardian** at the time of arrest or citation, the Officer will note this fact on the offense report.
 - ii. The citing/arresting Officer should attempt **follow-up contact** with the juvenile's parent/guardian in an effort to advise them of the situation.
 - iii. If the citing/arresting Officer is unable to make contact, the **on-duty Supervisor may authorize** that the juvenile be released to another responsible adult who agrees to take custody of the juvenile and who the juvenile is comfortable being released to.
 - iv. If the parent or guardian is not notified of the custody and the offense and **circumstances warrant further Detention**, the applicable facility shall be advised.
6. **Recreational Youth Programs (44.2.5)**

- i. The Police Department assists in the development and growth of various recreational youth programs.
- ii. Ongoing recreational programs include Safety Town, J-JAB, Explorers and other groups.

F. Juvenile Records: (81.1.2)

1. Computer entries of juvenile criminal records within the Records Management System (RMS) are flagged “juvenile”. (82.1.2 (a))
2. If a juvenile has been fingerprinted and photographed on the basis of an arrest or custody, the fingerprints, photographs, and “other records” relating to the arrest or custody must not be disclosed. (82.1.2 (b))
 - i. Other than the documents listed above, all juvenile records pertaining to the arrest are treated no differently than adult arrest records as they pertain to discovery or public disclosure.
3. Access to juvenile records shall be maintained in the same manner as adult records. (82.1.2 (c))
4. After the juvenile offender reaches adult age, the juvenile records shall be maintained in the Records storage area and disposed of in accordance with the Los Alamos County Records Retention Schedule. (82.1.2 (d))
5. Juvenile records will be expunged or sealed only by Court order and in accordance with the directives described in the Court order. (82.1.2 (e))

Approved by:



Dino Sgambellone
Chief of Police

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245 Chaplains			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:			

I. PURPOSE

The purpose of this General Order is to establish the duties, responsibilities and procedures governing the appointment, direction and control of the Chaplains Program for the Department.

II. POLICY

It is the policy of the Department to offer Chaplain Services to both members of the Department and the community through the Department's Chaplain Program.

III. DEFINITIONS

Chaplain – means a member of the clergy qualified by the requirements and procedures of this General Order.

Chaplain Director – means a member of the clergy of Los Alamos County appointed by the Chief of Police to oversee the Chaplain program. The Chaplain Director shall be a fully qualified Chaplain and as such be available to perform any or all of the duties of a Department Chaplain.

Chaplain Associate – means a person in the process of applying for a position as a Department Chaplain, undergoing Chaplain training, and/or approved by the Chaplain Director and the Chief of Police to participate in the Chaplain Program as long as they are under the direct supervision of a Department Chaplain.

IV. PROCEDURES

A. **QUALIFICATIONS** - A Chaplain is considered qualified for membership in the Department's Chaplain program provided the following conditions are met and maintained.

1. Must be at least twenty-one (21) years of age
2. Possess a valid New Mexico driver's license.
3. Must be free of any criminal history involving any felony convictions or crimes of moral turpitude. Must submit to a Background Investigation by the Department.
4. Displays a caring attitude towards all members of the Department regardless of religious background and preference.
5. The Chaplain is a member of a nationally or internationally recognized Chaplaincy program such as the International Fellowship of Chaplains or other such organization and adheres to their standards.

6. The Chaplain is trained and willing to respond to the spiritual, emotional and social needs typically encountered by members of the Department and the community in times of personal or community turmoil to include grief, stress, and trauma.
7. Must be willing to undergo Department training and instruction in areas that relate to the roles and functions of a Chaplain as determined by the Chaplain Director and the Chief of Police. Such training shall include, but is not limited to the following:
 - i. radio procedures
 - ii. jurisdictional boundaries
 - iii. Department organization and structure
 - iv. Department Policies and Procedures
 - v. critical Incident Stress Management
 - vi. achieves and maintains a passing grade or certification in all mandatory training or classes.
8. Must maintain compliance with the Department's Policies and Procedures and not exceed the limits of the Chaplain program as established by the Chaplain Director and the Chief of Police.

B. SELECTION PROCESS

1. Any person desiring to become a Department Chaplain shall complete and submit a Chaplain Application form to the Chaplain Director with all required certifications and licenses.
2. Pass an interview with the Chaplain Director prior to active participation in the Chaplain program.
3. Submit all required documentation and pass a Background Investigation conducted by the Department to include all relevant training certificates, diplomas and college degrees with transcripts.
4. Provide a completed Volunteer Application form and submit to it to the Chaplain Director for filing with the County's Risk Manager's Office through the Police Operations Commander.
5. Appointment by the Chief of Police.

C. ORGANIZATION

1. The Chief of Police or his or her designee shall appoint a Chaplain Director and approve all appointments to the Department's Chaplain Program. The Chaplain Program shall be directed by the Chaplain Director and may be staffed by as many Chaplains as necessary to meet the needs of the Department and the community. The Chaplain Director shall report to the Police Operation's Commander, and or his or her designee, and is responsible for all matters related to the operation of the Chaplain Program.

D. RESPONSIBILITIES OF THE CHAPLAIN DIRECTOR

1. The administrative duties of the Chaplain Director shall include the planning, organizing and directing of all activities of the Chaplain Program.
2. The Chaplain Director shall be responsible for administrative matters relating to:
 - i. Chaplain recruitment
 - ii. Chaplain application process
 - iii. Chaplain training, to include initial and in-service training

- iv. Securing copies of all training and other certifications for inclusion in the Department's training files.
 - v. services and scheduling assignments
 - vi. Keeping the Chaplains abreast of policies, procedures and activities concerning the Chaplain Program and the Department.
 - vii. Coordinating the dispatch of Chaplains when requested through the Consolidated Dispatch Center or other competent authority.
 - viii. Assisting in Chaplain related needs, special problems and issues when requested by members of the Department.
- 3. The Chaplain Director shall submit reports on the activities of the Chaplains' Program as required by the Police Operations Commander.
 - 4. Render assistance to the Chaplains as it relates to the Chaplain Program.

E. RESPONSIBILITIES OF CHAPLAINS

- 1. Chaplains shall at all times maintain and display high moral standards and treat all persons with dignity and respect and not discriminate in any way regardless of a person's race, ethnicity, heritage, religion, age, sex, sexual preference, disabilities or group membership.
- 2. Chaplains shall comply with Department policies and procedures.
- 3. Chaplains will actively participate in the Program and be committed to its principles and standards.
- 4. Chaplains will provide all appropriate services to members of the Department throughout the County as requested.
- 5. Chaplains will try to be available, upon request, 24-hours a day, 7-days-a-week, 365-days a year.
- 6. Chaplains shall make every reasonable effort to attend Chaplain Meetings and training sessions.
- 7. Chaplains will participate in the Department's Ride-Along program in compliance with the requirements of that program.
- 8. Chaplains shall assist members of the Department, when so asked, in matters where their expertise will be of assistance.
- 9. Chaplains shall not promote any particular religion over another nor denigrate any other religion or person for their religious beliefs, or lack thereof.
- 10. Chaplains will ascertain from those needing pastoral help whether they have a religious preference or affiliation; and if so, they shall contact the appropriate clergy if so desired by the person in need.
- 11. When requested by, and with the consent of, the individual(s) in need, the Chaplain shall seek to bring comfort, consolation and assistance to persons involved in critical incidents, accidents, natural or man-made catastrophes and/or individuals confronted with death or the death of a loved one.

12. When requested, the Chaplain may give emotional and spiritual care and support to persons for such things as family issues, attempted suicide, desertion, runaways, lost persons, and substance abuse cases.
13. Chaplains will seek to establish and maintain an atmosphere of calm and stability in the midst of situations charged with stress and emotions.
14. All Chaplains will report to the Chaplain Director as required.
15. When approved by the Chaplain Director and the Police Operations Commander, the Chaplain may represent the Department and perform services for other agencies within or outside of the County.
16. Chaplains should make regular visits to the Police Department and the Consolidated Dispatch Center to become acquainted with Department personnel. These visits shall be documented and submitted to the Chaplain Director no less than once a month.
17. When on-duty, or called to duty (time permitting), Chaplains shall be properly attired in the Department authorized uniform or not less than appropriate clerical garb and always present a professional appearance and demeanor.
18. Chaplains will be issued a uniform as determined by the Chief of Police, to include a badge and official identification card.
19. Chaplains shall only use and display their Department badge and identification when performing official duties for the Department.
20. Chaplains will at all times present themselves in a courteous and respectful manner becoming of a Chaplain and representative of the Department.
21. Unless sworn in as a regular or reserve Police Officer of this Department, Chaplains are not considered as Law Enforcement Officers. They possess no Police powers or authority other than that of a private citizen. They shall not carry any firearms or weapons while on duty.

F. CHAPLAIN SERVICES

1. Chaplains, when requested, may offer emotional and spiritual comfort and care to members of the Department and their families concerning family, social, moral, employment or personal affairs. The Chaplain's counsel will be restricted to areas within their expertise and ability. They shall refer the individual(s) in need of other services and advise to the appropriate professional service.
2. Chaplains may visit any Department member who has been hospitalized or otherwise confined. They may also visit a member's relative when so requested. During such visit(s), the Chaplain may offer pastoral care and support and endeavor to be of service to the member or member's family while they are in need.
3. Assist in making death and serious injury notifications to members of the Department and the community, as requested.
4. Provide assistance to members of the Department and other victims as appropriate.
5. Serve as a liaison between the Department and victims and/or victim's families in time of disaster or emergency.

6. Chaplains who have had training may be asked to officiate at funerals of Department members and/or their families.
7. Chaplains may be asked to give an invocation or benediction for Department meetings and functions such as dinners, ceremonies and graduations.
8. Chaplains may be invited to represent the Department and speak at various community, organizational, ministerial or church meetings.
9. Chaplains will serve as a liaison between the Department and the religious community and the community as a whole when appropriate and so requested or assigned.
10. Ordained chaplains who have had training may be asked to officiate at weddings of Department members and/or their families.

G. OFFICER/CHAPLAIN RELATIONSHIPS

1. Chaplains shall in no way interfere with the duties of a Department member.
2. The relationship between the Chaplain and a Department member shall at all times be on a professional basis unless the Department member indicates otherwise and is seeking the advice and counsel of the Chaplain for personal reasons. Any member of the Department is free to seek the professional assistance of a Department Chaplain or personal or family problems or issues.
3. Chaplains shall not proselytize to members of the Department or provide their services to members in the presence of others who may take offense. They shall limit their activities to providing general Chaplain Services.
4. Chaplains shall never criticize a member of the Department in public or tell them how to perform their official duties. If a Chaplain believes a member's conduct was inappropriate, wrong or unprofessional, they may privately confer with the member and/or, if they believe it necessary, report it to the member's immediate Supervisor and/or the Chaplain Director.

H. CONFIDENTIALITY OF INFORMATION

1. All official information of the Department shall be considered a CONFIDENTIAL. Chaplains shall not disclose or release any information on any Police investigation, activity or planned operation. All information coming to the attention of a Chaplain in the course of their duties shall be held in the strictest confidence.
2. When performing pastoral counseling duties, the communications between the Chaplain and the individual(s) being cared for are privileged. The Chaplain cannot be compelled to disclose the content of such communications. Confidentiality of Chaplain Services is a matter of extreme importance to the Chaplains and the administration of the Department. There shall be no required Departmental reporting which in any way could reveal the identity of the member or the nature of any spiritual or emotional care provided.
3. All information communicated confidentially to a Chaplain in his or her role as a Chaplain, will be recognized as privileged communication except when:
 - i. Any communication made in the presence of, or can be heard by, a third party is not considered confidential or privileged and all persons involved in the situation shall be so informed and advised.

- ii. Revelations of plans or proposed plans and/or actions that involve the threat to the life or welfare of another person are not considered as confidential or privileged and shall immediately be reported to the proper authorities.
- 4. Chaplains shall not, except for purposes directly related to their Department duties, solicit, disclose, or make use of any information, names, or circumstances concerning cases or persons involved with the Department.
- 5. Requests for reports or confidential information will be submitted to the Chaplain Director in writing, through the chain of command beginning with the appropriate Department Commander.

Approved by:



Dino Sgambellone
Chief of Police

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246 Uniforms and Equipment			
Effective Date:	June 15, 2017	Rescinds: Amends:	
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	22.2.5		

I. PURPOSE

The purpose of this General Order is to establish uniform, equipment and appearance standards for members of the Los Alamos County Police Department.

II. POLICY (22.2.5)

It is the policy of the Los Alamos County Police Department to provide the necessary uniforms and equipment to personnel to enhance safety and present a professional appearance. Designated uniforms will be issued to all Police Officers, Detention Officers, Public Safety Aides, and Consolidated Dispatch Center (CDC) personnel.

III. PROCEDURES

A. General

1. All uniforms and equipment, as well as all changes thereto, shall be approved by the Chief of Police or his or her designee prior to being worn.
2. All Officers will make sure their uniforms and equipment adhere to the procedures found within the Uniform Manual.
3. Members of the Department are required to maintain their uniforms in clean, neat and presentable condition at all times. Members who are required to maintain a uniform may be paid a uniform allowance for the purpose of replacing worn uniform items. The uniform allowance is normally paid in July or as otherwise directed by the Chief of Police.
4. Supervisors shall routinely inspect members assigned to their unit or team to assure compliance with the Uniform Manual and take corrective steps when necessary.

Approved by:



Dino Sgambellone
Chief of Police

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247 VIP Security / Dignitary Protection / Special Events			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	46.2.6, 46.2.7		

I. PURPOSE

- A. The purpose of this General Order is to establish guidelines for VIP Security and Dignitary Protection and Special Events.

II. POLICY

- A. It is the policy of the Los Alamos County Police Department to provide and/or assist in dignitary protection functions and special events that are conducted. The safety of the protected and Officers should be the foremost consideration. Personnel from County Departments may be called to assist with these functions.

III. DEFINITIONS

Dignitary: For the purpose of this Section, a dignitary refers to a person who, because of their notoriety, political activity or circumstances, may be a security risk.

Intelligence Officer: For the purpose of this Section, an Intelligence Officer is a member of the Department whose role is to provide information and gather intelligence to assist others involved in Dignitary Protection.

IV. PROCEDURES

A. Protection of the dignitary:

1. The Chief of Police will designate a Supervisor for the dignitary protection detail.
2. In the event that the dignitary has a security detail, the Supervisor shall work with the person in-charge of that detail for coordination efforts. The Supervisor will assign as many Officers as necessary to provide adequate security of the dignitary.
3. If additional manpower is needed the Chief of Police or designee will contact other Law Enforcement agencies for assistance.

B. Security Measures: (46.2.6)

1. The Supervisor establishes travel routes for the dignitary. The Supervisor works with the dignitary or designee on these routes. These routes will be preplanned and traveled by the Supervisor. The Bomb Team personnel will be called if necessary to identify hazards or problems that may arise. Alternate routes shall be planned.
2. The Supervisor and the Bomb Team representative, if necessary, will make advance inspections of any sites or facilities to be visited or used by the dignitary. Ingress and egress of the locations shall be noted as well as any other security problems observed.

3. When the dignitary is accompanied by a detail, such as the Secret Service, the Supervisor assigns an Officer to work with the detail. This Officer will check on persons that may be hostile to the dignitary. If the dignitary does not have a security detail, the Officer may still be utilized.
4. The Supervisor arranges for EMS personnel to be available if necessary to be on stand-by or involved in the security program if deemed necessary. Planning for the most direct route to the hospital will be made. Medical information on the dignitary is provided to the hospital if available.
5. The Supervisor insures that communications are established between the dignitary's party and the local CDC. In the event of a motorcade the Supervisor will offer to make communications available between each unit of the motorcade and the CDC.
6. The Supervisor arranges for any special equipment or vehicles needed.
7. Plainclothes Officers assigned to the detail should wear some type of special designation, and carry official identification.

C. Special Events (46.2.7)

1. Special events may include but are not limited to sporting events, parades, gatherings, marches, concerns, and political conventions.
2. The Chief of Police or his designee is responsible for coordinating the number of Officers present at the function and their duties.
3. It is the responsibility of the individual coordinating the event to develop a written plan that establishes at a minimum:
 - i. use of special operations personnel, if needed
 - ii. necessary equipment that is available
 - iii. designation of a single person or position as Supervisor and coordinator for the coverage of a given event
 - iv. written estimate of traffic, crowd control and crime problems expected for any given event
 - v. logistical requirements
 - vi. coordination inside and outside the Department
 - vii. contingency plan for traffic direction and control, which should include, if applicable:
 - a. entry and exit of vehicular and pedestrian traffic
 - b. adequate parking facilities
 - c. spectator control
 - d. public transportation
 - e. relief of Officer assigned to point traffic control
 - f. emergency vehicle access
 - g. alternate routes for through traffic
 - h. use of temporary traffic control devices

- i. news media access
4. A copy of the plan should be distributed in the following manner:
- i. copy will be posted with the special detain signup sheet
 - ii. copy will be submitted through the chain of command with provisions for each staff member to acknowledge the information was received

D. After-event report

1. The Supervisor coordinating the event will complete an after-event report, which should detail any problems encountered during the event and resolutions or changes that should be considered before the next event.
2. A copy of the after-event report should be forwarded through the chain of command to the Chief's Office.

Approved by:



Dino Sgambellone
Chief of Police

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248 Terrorism Awareness and Preparedness			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	46.3.1, 46.3.2, 46.3.3, 46.3.3, 46.3.4		

I. POLICY

- A. Terrorism awareness information will be provided to the public and preparedness measures will be taken by employees to record and share potential terrorist information, and respond to hazardous situations.

II. DEFINITIONS

Terrorism - activity that involves an act dangerous to human life of potentially destructive of critical infrastructure or key resources, is a violation of criminal laws, and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping.

Elevated Threat Alert - warning of a credible terrorist threat against the United States.

Imminent Threat Alert - warning of a credible, specific, and impending terrorist threat against the United States.

III. PROCEDURES

A. Department Liaison (46.3.1)

1. The Staff Services Bureau will be in charge of Department liaison with other organizations for terrorism or other Homeland Security related issues.
2. The liaison will facilitate the collection and dissemination of terrorism related information to the appropriate Department functions and/or multi-jurisdictional agencies. (46.3.2)
 - i. Department employees will be informed when the Homeland Security Advisory System issues an "Elevated or Imminent Threat Alert".
 - ii. Alerts will provide information about the threat, including, if available, the geographic region, mode of transportation, or critical infrastructure potentially affected by the threat; protective actions to be taken by authorities, and steps that individuals and communities can take to protect themselves, and help prevent, mitigate or respond to the threat.

B. Reporting and Relaying Terrorism Related Intelligence/Information

1. Officers receiving intelligence or information concerning possible terrorist activities shall immediately notify Senior Staff and will complete an Intelligence Report.
 - i. The on-duty Supervisor will be notified of immediate threats and will attempt to determine the validity of the information and the appropriate response from the Department.
2. The Intelligence Report or other relevant documentation will be forwarded by an Officer to the Investigations Unit for recording and dissemination. (46.3.2)
 - i. Information will be relayed by the designee to the proper terrorism task force and/or other appropriate Law Enforcement agencies.

- ii. Criminal intelligence collection and/or sharing will be accomplished in accordance with General Order 203.
- 3. Officers, during the course assigned duties, that establish reasonable suspicion to believe that a person may be involved in terrorist related activities will:
 - i. Notify the CDC of their exact location and request a second unit;
 - ii. Request an on-duty Supervisor to respond and proceed with extreme caution;
 - iii. Collect all available information on the subject, vehicle, associated persons, and or documents (e.g., name, date of birth, driver's license number, passport, visa, vehicle registration, United States Department of Transportation (USDOT) registration numbers, and other available identification.
 - iv. Conduct a computer check of all available information through databases, such as, National Crime Information Computer (NCIC).
- 4. Officers making contact with a listed terrorism suspect, during the course of their assigned duties, will request CDC to make inquiry with NCIC or other designed authority for instruction on dealing with the individual.
 - i. When a person is designated (coded) in NCIC as a terrorism subject, the following documentation should be obtained;
 - a. Subject information (including associates, if any);
 - b. Reason for the contact;
 - c. Other pertinent information; and,
 - d. Disposition of the contact.

C. Community Terrorism Awareness Information (46.3.3)

- 1. The Department's Internet website will provide public terrorism awareness information for Los Alamos County.
 - i. Links will also be established for Terrorism Task Forces and/or other resources that provide public awareness information.

D. Hazardous Materials

- 1. Officers will be provided with awareness level training for events involving hazardous materials.
 - i. This training will provide Officer with the basic knowledge to recognize a hazardous situational, implement basic self-protections measures, protect and control access to an incident scene, and implement basic procedures for a technical assessment of the situation by the appropriate authorities. (46.3.4)

Approved by:

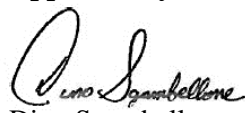

Dino Sgambellone
Chief of Police

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I. PURPOSE

301 Detention Organization and Staffing			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:			

The purpose of this General Order is to establish the organizational chain of command rank structure and staffing levels for employees working in the Detention Center.

II. POLICY

It is the policy of the Los Alamos County Police Department that each employee of the Detention Center will perform the duties as required by their respective job descriptions and adhere to the chain of command described herein. It is also the policy of the Los Alamos County Police Department to maintain adequate staffing levels to ensure the safety of both inmates and Detention Officers.

III. DEFINITIONS

None at this time.

IV. PROCEDURES**A. General**


1. The Detention Center is a Section of the Los Alamos Police Department within the Support Bureau. The Chief of Police is responsible for all of the functions of the Detention Center.
2. The Detention Center is commanded by a Detention Administrator who reports to the Support Bureau Commander or designee.
3. The Detention Administrator is responsible for the administration and operation of the Center and the supervision of all Detention Officers. During times when the Detention Administrator is not available, a Detention Shift Supervisor will manage day to day operations within the Detention facility. However, in the absence of Command Staff personnel, the Department Watch Commander is the individual responsible for overall management of the Department, including the Detention Center and the Consolidated Dispatch Center.
4. The Detention Shift Supervisor, or Detention Sergeant, is a competitive position and reports directly to the Detention Administrator. The Detention Shift Supervisor on duty will assume the day-to-day Supervisory responsibilities for the Detention Officers on duty and the Center at the Direction of the Administrator. Detention Shift Supervisors are responsible for the admission, processing, records, security, and care of all persons in the Detention Center. This position also requires training and general supervision of Detention Officers I and II as well as the supervision of all persons housed in the Center. This position is responsible for creation and implementation of inmate programs that may assist in the adjustment of inmates to the outside community upon release.

5. Detention Officer II, or Corporal, is a non-competitive position that reports to the Detention Shift Supervisor. Senior Detention Officer IIs are responsible for the admission, processing, records, security, and the care of all persons within the Detention Center. This position may be assigned on a temporary basis to supervise Detention Officer I's and Detention Officer IIs as well as the supervision of all persons housed in the Center. This position is responsible for the creation and implementation of inmate programs that may assist the inmate in the adjustment to the outside community upon release.
6. Detention Officer I is the entry level rank and reports to the Shift Supervisor on duty. In the absence of a Detention Shift Supervisor or Detention Officer II, the Detention Officer I works at the direction of the most senior Detention Officer on duty. This position is responsible for the admission, processing, records, security, and care of all persons within the Center.

B. STAFFING

1. The Detention Center will maintain a minimum staff consisting of no less than three (3) Detention Officers at all times unless approved by the Detention Administrator or higher authority.
 - i. One Detention Officer shall be assigned to the Control Room at all times consistent with General Order 322 Control Room Operations.
 - a. One Detention Officer shall remain inside the secure perimeter of the Detention Center at all times consistent with General Order 323.IV.H Inmate Supervision.
 - b. The third may be assigned duties which may require leaving the secure perimeter of the Detention Center, such as fingerprinting, visitation observation, and transports. If the third officer leaves on transport the Master Control Officer will notify Dispatch that the Detention Center is at minimum staffing. There will be no movement outside of the dayrooms during times where only two officers are in the building.

Approved by:



Dino Sgambellone
Chief of Police

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302 Inmate Rights			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	72.2.1, 72.5.3, 72.7.1		

I. PURPOSE

To generally describe the rights, the inmates will have while confined in the Los Alamos County Detention Center.

II. POLICY

It is the policy of the Los Alamos County Police Department to provide pretrial and sentenced inmates with their rights under the United States Constitution and the Bill of Rights. This includes, but is not limited to: access to Courts and counsel, access to the outside, access to due process, freedom of religious beliefs and speech, freedom from discrimination, protection and freedom from corporal punishment, freedom from harassing searches and seizures, and freedom from cruel and unusual punishment. We may curtail these rights in case of legitimate safety and security concerns.

III. DEFINITIONS: None at this time

IV. PROCEDURES

- A. Inmates have certain rights relative to their conditions of confinement. These rights include access to the following:
 1. Supervision in all aspects of institutional life by staff, not by other inmates.
 2. Assignment conditioned on the inmate's classification and the types of housing available in the Detention Center.
 3. Clean and orderly surroundings.
 4. Cell housing or closely supervised dormitories with a bed, with the specific type of housing (72.2.1 (e))
 5. Adequate toilet, bathing, and laundry facilities. (72.2.1 (c)(d))
 6. Adequate lighting, heating, and ventilation. (72.2.1 (a)(b))
 7. Living conditions that are in compliance with state, federal, and local fire and safety laws and regulations.
 8. Clean seasonable clothing.
 9. A dignified conversational form of address, by name rather than by number.
 10. Personal grooming choices regarding appearance, limited only by Detention Center requirements for safety, security, identification, or hygiene.

11. Clergymen, spiritual advisors, publications, and related services that allow inmates to voluntarily adhere to their legitimate religious practices.
12. A nutritionally adequate diet Consisting of three meals in a 24 Hour Period. In accordance with General Order 324. (72.7.1 (e))
13. Private visiting will be available for confidential meetings between inmates and attorneys except where substantial justification for restriction is provided. (72.7.1 (c))
14. Timely court appearances. (72.7.1 (a))
15. Knowledge of monitored outgoing phone calls. Exception. Legal Phone calls will not be monitored. (72.7.1 (e))
16. An opportunity to bail when applicable. (72.7.1 (b))
17. Communication and/or correspondence between inmates and their families, friends, public officials, attorneys, Officers of the Court, and other persons and organizations; this activity will be limited only as necessary to maintain order and security.

B. OTHER PROGRAMS AND SERVICES:

1. Privileges that will be available to inmates will include the following:
 - i. Recreational opportunities.
 - ii. Visitation with family members and friends in an area that is limited only by institutional requirements necessary to maintain order and security.

C. HEALTH CARE:

1. Health care services will be available and comparable in quality to those available to the general populace of the county, including the following:
 - i. An assessment of health needs and the general condition of the inmate at admission.
 - ii. Availability of ongoing medical, dental, and mental health services provided by persons with appropriate training and under the supervision of a licensed practitioner in that specialty.
 - iii. Availability of emergency medical and dental treatment on a twenty-four-hour basis.

D. PERSONAL TREATMENT:

1. No inmate will be subjected by staff to corporal punishment, personal abuse, unnecessary personal injury or disease, deliberate or unnecessary property damage, harassment, or the use of unnecessary force.
2. Interpretation of applicable regulations will be the least restrictive manner that is appropriate to the security level of the inmate and the Detention Center.

E. FEMALE INMATES:

1. All programs and services provided to female inmates will be equivalent to those offered to males.

2. All housing for female inmates will be separated from the male units by sight and sound. This total housing separation will include sleeping quarters, day rooms, and bath facilities. (72.5.3)

F. JUVENILES

1. The Los Alamos Detention Center does not house Juvenile detainees.
 - i. If emergency circumstances exist, and approved by the Detention Administrator and Chief of Police, all juvenile detainees will be housed separately from adults in compliance with CYFD regulations and separated from each other by sight and sound. (72.5.3)

Approved by:



Dino Sgambellone
Chief of Police

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303 Inmate Visitation			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	72.8.5		

I. PURPOSE

The purpose of this General Order is to establish rules and guidelines to allow inmates the opportunity to have visitors. (72.8.5)

II. POLICY

It is the policy of the Los Alamos County Police Department to encourage the visitation of inmates incarcerated in the Detention Center.

III. DEFINITIONS

Appropriate clothing: Clothing that is not of a revealing nature of an individual's person. Clothing that does not depict gang colors or affiliations.

Legal Guardian: A Legal guardian is a person who has the legal authority (and the corresponding duty) to care for the personal and property interests of another person, called a ward.

Logo's: A design used by an organization on its letterhead, advertising material, and signs as an emblem which the organization can easily be recognized.

Special Visits: An unscheduled visit that is not during normal visiting hours/days and which has to be approved by the Detention Administrator or designee.

State or Government Identification: Identification cards issued by any Federal, State, or local Department to an individual with their picture and descriptors.

IV. PROCEDURES

A. Visitations

1. Inmates are allowed to receive visits from family, friends, clergy, attorneys and councilors. The following rules and procedures apply for all visits.
 - i. Visitation will be on Wednesdays from 7:00 pm to 8:00 pm; Saturday and Sundays from 1:00 pm to 2:00 pm.
 - ii. Attorneys wishing to visit a client will not be restricted to normal visitation hours and may schedule a visit at any time, if staffing allows, and it does not jeopardize safety and security of the facility.
 - iii. Inmates are allowed two fifteen-minute visits per day during scheduled visiting hours.

- iv. All visits are by appointment ONLY and must be made at least twenty-four (24) hours in advance, on a first come, first served basis. Appointments cannot be changed, only cancelled.
- v. Children under eighteen years of age will not be allowed to visit inmates unless they are visiting one or both of their parents and are accompanied by a parent or legal guardian. The parent or legal guardian must be present in the visitation room with the juvenile at all times during the visit.
- vi. Anyone who is intoxicated will not be allowed to visit an inmate.
- vii. Inmates retain the right to refuse visits.
- viii. Visiting hours may be canceled at any time for appropriate safety and security reasons.
- ix. All visitors will be signed in on the inmate visitation log by staff for each visit.
- x. Visitors shall not be allowed to bring any item(s) into the Detention Center for inmates without the *PRIOR* written approval of the Detention Administrator or higher authority.
- xi. Visiting is conducted in the visiting room except for clergy and counselors.
- xii. Detention Officers may immediately end a visit if arguing or disruptive behavior occurs on the part of the inmate or the visitor.
- xiii. Any special visits will be arranged through the Detention Administrator or in his or her absence the Detention Shift Supervisor.
- xiv. All visitors must have appropriate clothing.
 - a. No open toe shoes
 - b. No skirts or dresses cut above the knee.
 - c. No short or revealing shirts
 - d. No clothing with drug, alcohol, or gang type logo's.
- xv. Visitors must present a valid State or Government Identification prior to each visit.
- xvi. A former inmate must be out of custody for 90 days prior to being approved to visit. If still under the supervision of another criminal justice agency, the visitor must present a letter granting approval to visit the inmate for which visit was requested.

Approved by:



Dino Sgambellone
Chief of Police

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304 Earning Good Time			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:			

I. PURPOSE

The purpose of this General Order is to establish the terms and conditions under which an inmate may earn “good time” from a sentence by a Court of competent jurisdiction.

II. POLICY

It is the policy of the Los Alamos County Police Department to recognize good behavior and industry by sentenced inmates incarcerated in the Detention Center by allowing for a reduction in sentence or “good time” (reference NMSA 1978 33-3-9).

III. DEFINITIONS

Conditions: Existing circumstances.

Consecutive: Successively following without interruption.

Continuous: Uninterrupted or unbroken amount of time.

Eligible: Qualified, Desirable, and worthy of choice.

Forfeiture: Something surrendered as punishment.

Good time: A reduction in sentence for good behavior.

Industry: Diligent, systematic labor for some useful purpose.

Regulations: A principle rule, or law designed for controlling behavior.

Responsibility: Something for which one is accountable.

Rules: An authoritative direction for conduct.

IV. PROCEDURES

A. Good Time

1. To be eligible for good time an inmate must be sentenced to the custody of the Los Alamos County Detention Center and must be authorized by the presiding Judge.
2. Any time spent in the Detention Center prior to sentencing will not count towards good time unless otherwise specified by the sentencing Judge.
3. The sentence must be for a continuous and consecutive time period.

4. Time spent in another institution will not count towards good time unless specified by the sentencing Judge.
5. There will be no good time allowed for any mandatory portions of a sentence.
6. There will be no good time allowed for any time period that an inmate is in standing violation of any Court order or condition or any rule, regulation, or procedure of the Detention Center.
7. There will be no good time for DWI or Suspended/Revoked License arrests per NMSA 1978 33-3-9.
8. The following formula will be used for the calculation of good time.
 - i. There will be no good-time earned for the first fourteen days of a sentence or any sentence of fourteen days or less. This period will be for observation and evaluation of an inmate's behavior and potential for industry. If an inmate successfully and satisfactorily completes the first fourteen days, he or she will be awarded two days of good-time towards the remainder of the sentence.
 - ii. For good behavior and industry, an inmate will earn "good time" at the rate of one day for each day served.
 - iii. This policy also provides for forfeiture of good-time for lack of good behavior and industry for failure to comply with the Detention Center Rules and Regulations contained within the Inmate Handbook (General Order 310).
9. An inmate has the right and responsibility to track the awarding and forfeiture of good time to his personal record.
10. The Los Alamos County Police Department Detention Center and staff assume no responsibility or liability for any commitment made by an inmate whether of a physical or financial nature based on a projected or possible date of release incumbent upon deduction from a sentence based on good-time.
11. The Detention Administrator or designee is responsible for the administration of the good-time program. The Supervisor is responsible for the granting or forfeiting of good-time and may exercise discretion in granting of good-time. The Supervisor is also responsible for/or the facilitating of movement by inmates between agencies or jurisdictions as long as such discretion does not conflict with applicable law.
12. Failure to comply with the terms or conditions set by any competent Court of jurisdiction will generally result in the forfeiture of all or part of good-time

Approved by:



Dino Sgambellone
Chief of Police

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305 Inmate Video Recording			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:			

I. PURPOSE

The purpose of this General Order is to set procedures for the video recording of areas of the Detention Center.

II. POLICY

It is the policy of the Los Alamos County Police Department to maintain a video surveillance system that records areas of the Detention Center on a continuous basis for the safety of the inmates and the security of the Detention Center. The system may be utilized to manage the recording of other areas in and around the Police Department.

III. DEFINITIONS

DVR: A computerized recording system of video surveillance system.

Video Surveillance: Supervision or observation by use of video cameras and monitors.

IV. PROCEDURES

- A. The video surveillance system is recorded by the use of Digital Video Recorders, (DVR's). This system is maintained in a controlled environment. All video recordings may be used as evidence towards prosecution and shall be handled in compliance with the Department's evidence and records retention policy.
- B. The primary monitors for the surveillance system will be located in the Master Control Room. It will be the responsibility of personnel working the Master Control Room to monitor all cameras and report any out of the ordinary activity to appropriate personnel in a timely manner.

Approved by:



Dino Sgambellone
Chief of Police

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306 Inmate Work Detail			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:			

I. PURPOSE

The purpose of this General Order is to establish guidelines for participation or denial from the work detail program and to set criteria for the utilization of inmates participating in work details.

II. POLICY

It is the policy to provide opportunities for persons incarcerated in the Detention Center to participate in work assignments both within and outside of the Detention Center.

III. DEFINITIONS

Goodtime: Credit given to the inmate where he can be released early from custody for good behavior or industry.

Industry: Diligent, systematic labor for some useful purpose.

Minimum Security Risk: Means an inmate that due to behavior, prior history of escape or escape attempts, mental instability and/or history of violence poses a minimal risk of escape attempts or violence to themselves or others.

Trustee: An inmate that has been evaluated and has been determined by the Detention Center Supervisor to be trustworthy and be assigned work details with minimum supervision.

IV. PROCEDURES

- A. Persons incarcerated in the Detention Center serving sentence may be eligible to earn good time credit for good behavior and industry as allowed for by New Mexico State Statute, 33-3-9, and 33-8-15. Work details will be deployed only within Los Alamos County. Department Heads employed by the County of Los Alamos may request inmates for work on county properties or county funded projects. A paid county employee will supervise any person being used for a work detail. All inmates approved for work detail must adhere to the rules of the Los Alamos Detention Facility for work detail.
- B. There are three (3) classes of work details.
 1. Work assignments within the Detention Center. All inmates qualify and assignments are given at the discretion of the Detention staff.
 2. Work assignments outside of the Detention Center that are supervised by Police Department staff. Inmates must be sentenced to the Detention Center. Assignments are made by Detention staff.
 3. Work assignments outside of the Detention Center that are supervised by other County employees.
 - i. Criteria for work assignments outside of the Detention Center that are supervised by non-Detention staff are as follows:
 - a. The Inmate must be serving a sentence of at least fourteen days and may be eligible on the 8th day.

- b. The inmate's status as either a trustee or minimum security risk.
 - ii. The following will typically disqualify an inmate for a work detail outside of the Detention Center. The Detention Administrator will give final approval based on the totality of the following circumstances:
 - a. Inmate is on pre-sentence status.
 - b. Information obtained from a III report (a III shall be ran on all inmates prior to being allowed to work outside the Detention Center)
 - c. There will be no cross gender supervision outside of the Detention Center by non-certified Detention Officers. Internally all cross gender supervision must take place in camera view for the safety of the inmate and the officer
 - iii. Inmates convicted of or with pending charges of the following will automatically be disqualified from work detail:
 - a. Crimes against children
 - b. Sexual crimes of any nature
 - c. Violent felony crimes
- C. Any inmate wishing to participate in the work program, that meets the above criteria, must submit a written request to the Detention staff. This request will be approved or disapproved by the Detention Administrator (or designee). The Detention Administrator (or designee) must approve all requests for inmate workers outside of the Detention Center **PRIOR** to the inmate being assigned to an outside work assignment.
- D. Anytime an inmate works outside the Detention Center, they must sign out on the Work Release form. It is also required that both the Detention Officer and the person taking responsibility for the inmate sign and date the form. The signing in and out process is required each time the inmate works outside the jail.
- E. Inmates will be pat searched before and after work assignments inside of the Detention Center. Inmates who work outside the Detention Center will be pat searched before and strip searched upon return to the Detention Center.
- F. The Detention Center staff controls and supervises work assignments within the jail. Any inmate that is caught violating any Local, State, Federal laws or Detention Center rules, while on work detail or work assignment will be subject to losing all or part of accrued good time credits. Any inmate has the right to appeal any disciplinary action taken against him/her. Any inmate that is eligible to earn good time credits may review their Judgement and Sentencing sheet upon request.
- G. Work assignments or details for inmates outside of the Jail may include but are not limited to:
 - 1. Washing of County vehicles.
 - 2. Weed and litter control.
 - 3. Shoveling of snow.
 - 4. Working at the Animal Shelter.
 - 5. Painting.
 - 6. Watering trees, shrubs and lawns.
 - 7. Assisting other Los Alamos County Departments in supervised work assignments.

Approved by:



Dino Sgambellone
Chief of Police

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308 Response to Resistance in the Detention Center			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	71.3.2		

I. PURPOSE

To provide Los Alamos County Detention Center personnel with guidance regarding the Response to Resistance. See also General Order 219.

II. POLICY

It is the policy of the Los Alamos County Police Department to use only that force which is necessary in order to maintain the security and safety of all persons, staff, and inmates within the Detention Center. These measures are not intended and will not be used as a means of punishment.

III. DEFINITIONS

Excessive Force – excessive force is described, generally, as any force used in excess of the amount of force reasonably required to establish control over, or to prevent or terminate an unlawful act.

Physical Force – any deliberate physical contact made by Detention staff with an inmate in a situation that requires the Detention Officer to maintain or regain control of the inmate due to his or her obstinate, disorderly, combative or disruptive behavior. The physical contact must be made deliberately as opposed to accidental and employed to control the inmate's conduct.

Non-Deadly/Non-Lethal Force – force which the Detention staff member reasonably believes will not create a substantial risk of death or great bodily injury to another.

Chemical Agents – an active substance such as OC spray or PepperBall powder that is capable of producing a physiological effect on human beings.

Electronic Disabler / Stun-Cuff Magnum – electronic devices used to disrupt voluntary muscle movement.

Impermissible Force – force that is not authorized by this policy such as force used to punish, discipline or retaliate against an inmate or force techniques that are not condoned by the Detention Center. Some examples of impermissible force are: striking an inmate to discipline him/her for failing to obey a verbal order; using force against an inmate after the inmate has ceased to offer resistance and is under control; using chokeholds on an inmate; hogtying an inmate; intentionally striking an inmate's head against the wall, floor or other object; and striking, hitting or punching a restrained inmate, unless the restrained inmate represents an immediate risk to safety.

Response to Resistance Package – as used on this policy, a Response to Resistance package refers to all of the materials fathered by a Supervisor following a Response to Resistance incident such as physical and documentary evidence, Response to Resistance reports, staff and inmate statements, video tapes, and photographs.

High Risk Inmate – Means an inmate that due to behavior, prior history of escape or escape attempts, mental instability and/or history of violence poses a higher than normal risk of escape attempts or violence to themselves or others.

IV. PROCEDURES

A. General

1. Any staff member who encounters an uncooperative inmate who refuses to enter their cell, refuses to be searched, refuses to leave their cell, will follow the specific Response to Resistance Guidelines as currently approved by the Department.
 - i. Staff members are expected to utilize verbal skills to the fullest extent possible in any confrontations with inmates. It is the policy of this Department to make every effort to avoid the necessity of resorting to physical confrontations to resolve conflicts with inmates.
 - ii. In the event that verbal warnings are not sufficient to end confrontation, staff members will be expected to fully utilize available assistance in attempting to subdue any inmate. Staff member should never hesitate to summon assistance when necessary.
2. The authority for a Detention Officer to use force rests with the Detention Administrator or the on duty Detention Shift Supervisor. In an emergency situation where it is not possible or practical for a Detention Officer to seek authorization for using force, the Officer shall use reasonable force, but will be expected to justify his or her actions following the Response to Resistance. Detention Officers are authorized to use reasonable force against an inmate in the following circumstances:
 - i. to defend oneself or another employee, inmate, or visitor from a physical attack or from an imminent physical attack;
 - ii. to prevent the commission of a crime including inmate disturbances and escapes;
 - iii. to enforce Detention center rules, regulations and Court orders;
 - iv. to prevent serious damage to county property;
 - v. to prevent an inmate from inflicting self-harm.
 - vi. Use of deadly force should occur only after all other means have been exhausted and only as a last resort.
3. Physical force, security devices and equipment, chemical agents and electronic devices are intended to be used only as control measures and only when necessary. They are not intended, and shall never be used, as a means of punishment. An employee shall not use a greater force than the situation demands. Instruments of restraint and control are applied only with the approval of the Detention Administrator or the on duty Detention Shift Supervisor. Non-deadly force, when available, shall be considered as an option for controlling violent situations.

B. LEVELS OF FORCE

1. Detention Officers have several levels of force available to them when managing an unruly, dangerous or non-compliant inmate. Detention Officers should not involve themselves in one-on-one confrontations with inmates that have the potential to result in a Response to Resistance incident. Depending on the circumstances a call for back-up from a Supervisor or other Detention Staff may diffuse the situation with an unruly or non-compliant inmate. Intermediate control devices may be used as an immediate option depending on the situation and threat perceived by the Detention Officer. If force is necessary, Detention Staff can utilize the following force options as circumstances warrant:
 - i. **Physical Presence** – the Detention Officer’s presence on the scene and the issuance of a lawful order to cease or stop the unlawful action(s). It may be necessary to increase [308 Response to Resistance in the Detention Center](#)

the Officer's physical presence by requesting help or backup from the other Detention Staff, Supervisors or Los Alamos County Police Officers.

- ii. **Verbal Intervention** – using verbal skills in the form of suggestions or commands to stop the unlawful action(s).
- iii. **Weaponless Control Techniques** – this includes joint locks, leverage locks or pain compliance techniques. These techniques are used only to gain the inmate's compliance and are not intended to cause serious injury.
- iv. **Intermediate Control Devices or Less than Lethal Weaponry** – this may include the use of restraint devices, handcuffs, leg irons, flex cuffs, safety restraint chairs, chemical agents, batons, electronic disablers, and other authorized security equipment. Use of these devices is only authorized if they are used appropriately and consistent with training. When using these types of force devices, Detention staff should take into consideration any known serious medical condition the inmate may have such as, heart problems or in the case of a female inmate, whether she is pregnant.
- v. **Deadly/Lethal Force** – which is likely to cause death or serious bodily harm
 - a. Deadly/lethal force is to be used when all other means have been exhausted and only as a last resort unless the Officer believes that a person's life is immediately threatened
 - b. Detention Officers are authorized to use deadly force only when it is necessary to protect the Detention Officers or others from what the Officer believes to be an immediate threat of death or great bodily harm.

C. MANUAL RESTRAINTS:

- 1. It is the policy of the Los Alamos County Police Department to use restraints without excessive force and not for punishment. Supervisors will closely monitor the use of all restraints.
- 2. Types of Restraints
 - i. Only the following types of restraining devices are permitted:
 - a. Swivel handcuffs
 - b. Hinge handcuffs
 - c. D-ring restraint belt
 - d. Belly chain
 - e. Leg irons
 - f. Safety helmet
 - g. Safety Restraint chair
 - h. Body Guard
 - i. Stun-Cuff Magnum

D. INVENTORY OF RESTRAINTS

- 1. The Detention Officer in charge of the property room will conduct restraint inventories daily and document it in the equipment checklist.
- 2. If an Officer discovers that restrains are missing or damaged, they will complete an Incident Report (IR) and forward it to the Detention Administrator and Detention Shift Supervisor responsible for restraint inventory. Damaged restraints will be removed from inventory and

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replaced as soon as possible.

3. If the restraints are not returned, the Master Control Officer must write a report stating who checked out the restraints and where they were taken prior to the end of their shift.
4. Detention Shift Supervisors must assure that Detention Staff is completing Accountability logs and reports are being completed for missing restraints.
5. Detention Shift Supervisors must check restraint log and restraints at the end of each shift.
6. If restraints are not returned the Detention Officer responsible for them will be subject to reprimand and/or paying for the replacement of the restraint(s). This will be at the discretion of the Detention Administrator.
7. At the end of each month, the restraint accountability log will be turned into the Detention Administrator who is responsible for restraints.

E. USE OF RESTRAINTS:

The use of restraint equipment is intended to prevent escape, assault, or the commission of some other offense by violent or disruptive inmates; to protect staff and inmates; and under other circumstances approved by the Detention Administrator. Restraints will not be used for punishment.

If an inmate attempts self-injury or becomes physically aggressive toward an Officer or others, Officers may restrain them if they believe there is an imminent physical threat. The Officer will immediately notify the on duty Detention Shift Supervisor that restraints have been placed on an inmate. The Officer will request back up if necessary.

1. Safety Restraint Chair/Body Guard
 - i. The safety restraint chair or body wrap will only be used with approval of the on duty Detention Shift Supervisor to provide safe containment of an inmate exhibiting violent, violent prone, combative, uncontrollable, or otherwise dangerous behavior when other control techniques have not been effective. The safety restraint chair or body wrap will never be used as a form of punishment and will only be used as long as necessary to achieve the objective of voluntary compliance or to prevent self-harm.
 - ii. A minimum of two (2) Officers will be present to assist in the placement of an inmate into the restraint chair or body wrap.
 - iii. Once an inmate is placed into the safety restraint chair or body wrap they shall be placed into an area inaccessible by other inmates and within view of the video surveillance system and/or direct supervision.
 - iv. While in the safety restraint chair or body wrap the inmate will be physically checked at a minimum of every 15 minutes and assessed for health and welfare and possible release from the safety restraint chair or body wrap.
 - v. If at any time an Officer believes the inmate's health may be at risk he or she must immediately call for EMS to respond and notify the Patrol Watch Commander once emergency personnel has been requested.
 - vi. Restroom breaks and water will be offered to the inmate at a minimum of every two (2) hours or as needed.

- a. Restroom and water breaks are important, but are not to be attempted if the inmate continues to be threatening, uncooperative, combative, or aggressively attempting to get out of the chair or body wrap. Security of the inmate and safety of the Officers are primary concerns. Removal from the chair or body wrap for such breaks should be accomplished with two or more Officers.
- vii. Removal from the safety restraint chair or body wrap should be conducted when the inmate had demonstrated that he or she no longer presents a danger to him/herself or others or Detention center property and has verbally agreed to comply with Detention Officer instructions.
- viii. Following the use of the safety restraint chair or body wrap the requirements outlined in this policy shall be followed.
- 2. All inmates being transported will be restrained with handcuffs in front with a belly chain, leg irons and at the discretion of the Detention Shift Supervisor a Stun-Cuff Magnum may be used.
 - i. When inmates are being restrained for a transport, they shall be restrained in the booking area away from other inmates. The day room should not be used for restraining inmates for transports as other inmates are watching their behavior and actions. This has been shown to reduce voluntary compliance with inmates.
 - ii. When multiple inmates are being restrained for a transport, they shall be brought into the booking area one at a time and restrained individually so that Detention Officers are never trying to secure several inmates at the same time.

F. RESTRAINTS ON PREGNANT INMATES: NMSA 33-1- 4.2

- 1. Los Alamos County Detention Center shall use the least restrictive restraints necessary when the Detention Center has actual or constructive knowledge that an inmate is in the second or third trimester of pregnancy. No restraints of any kind shall be used on an inmate who is in labor, delivering her baby or recuperating from the delivery unless there are compelling reasons such as:
 - i. An inmate is a serious threat of harm to herself, staff, or others.
 - ii. A substantial flight risk and cannot be reasonably contained by other means.
- 2. If an inmate who is in labor or who is delivering her baby is restrained, only the least restrictive restraints necessary to ensure safety and security shall be used.

G. CHEMICAL AGENTS AND ELECTRONIC DISABLERS

- 1. Use of chemical agents: chemical agents such as, oleoresin capsicum (OC) may cause injury or even death if they are improperly used or if an inmate is predisposed to serious injury because of an existing medical condition. The effects of OC are usually instantaneous and disorienting. The subject then experiences symptoms such as, immediate closing of the eyes, sever coughing and gasping, and an intense burning sensation of the skin and mucous membranes. Chemical agents shall only be used in compliance with the specific policies regarding chemical agent delivery systems outlined below.
 - i. **OC Spray**
 - a. OC spray is the lowest level of intermediate weapon available to the Officer and [308 Response to Resistance in the Detention Center](#)

should be considered when other levels of physical control have been deemed ineffective or impractical. OC spray should be used only on active physically resistant, threatening (armed or unarmed), and attacking inmates.

- b. An Officer who uses an OC delivery system consisting of a coherent stream should not use the OC closer than 3 feet when spraying into the person's face, when reasonable and time allows.
- c. Due to the probability that other inmates may be affected by the OC spray consideration of the physical condition of other inmates should be made prior to the use of the OC spray. Items to consider should include possible exposure to pregnant inmates or inmates with respiratory disease.
- d. When an inmate has been exposed to OC spray, he or she shall be taken to a secure area where decontamination and examination by EMS can be safely conducted. If the inmate remains combative or uncooperative, a medical assessment shall be completed as soon as it is safe to do so.
 - ◆ Decontamination will consist of at a minimum a change of clothing and fresh water to wash off the OC residue.
- e. Only Officers trained in the use of OC spray are authorized to use OC spray.

ii. PepperBall System

- a. The PepperBall launcher is considered an intermediate Response to Resistance weapon capable of delivering the chemical agent OC alone or in combination with a kinetic impact.
- b. The PepperBall launcher may be utilized in those situations where an inmate exhibits violent or potentially violent behavior that threatens the security of the Detention center and or the safety of others.
 - ◆ The PepperBall launcher may be used as a chemical delivery system in those situations that would be appropriate to use the OC spray.
 - ◆ The PepperBall launcher may be used as both a kinetic impact intermediate weapon and chemical delivery system on inmates who are engaged in violent behavior amounting to armed threatening behavior or attack whether armed or not against an Officer or another inmate.
 - When used as both a kinetic impact weapon and chemical delivery system the head, neck and groin will not be targeted.
- c. Due to the probability that other inmates may be affected by PepperBall OC powder consideration of the physical condition of other inmates should be made prior to use of the PepperBall system. Items to consider should include possible exposure to pregnant inmates or inmates with respiratory disease.
- d. When an inmate has been exposed to PepperBall OC or struck by a PepperBall round, he or she shall be taken to a secure area where decontamination and examination by EMS can be safely conducted. If the inmate remains combative or uncooperative, a medical assessment shall be completed as soon as it is safe to do so.

- ◆ Decontamination will consist of at a minimum a change of clothing and fresh water to wash off the OC powder.
- e. Only Officers trained in the use of the PepperBall system are authorized to use the PepperBall system.

H. PROCEDURES FOLLOWING RESPONSE TO RESISTANCE:

1. Detention Officers involved in a deadly/lethal force incident shall be placed on administrative leave pending the outcome of the investigation by the Chief of Police or designee.
2. In order to preserve evidence, the area and all items and/or property in the area where the deadly/lethal force took place will be sealed off. No one will be allowed access into that area without the authorization of the Detention Administrator. It is the responsibility of the on duty Detention Shift Supervisor to preserve any and all evidence.
3. Inmates who are subjected to Response to Resistance must receive a medical evaluation and medical treatment, unless refused, as quickly as possible following the conclusion of the Response to Resistance. If chemical agents are used against an inmate, he or she must be decontaminated as promptly as possible.
4. The Detention Administrator shall be notified immediately by the on duty Detention Shift Supervisor when any type of force is used. A written incident report and Response to Resistance Report shall be prepared by the Officer who employed the force, and shall be completed no later than the conclusion of that shift and submitted to the Detention Administrator in accordance with General Order 219. The Detention Shift Supervisor must also compose a Chief's report and submit prior to the conclusion of his or her shift. The report shall include:
 - i. An account of events leading to the Response to Resistance.
 - ii. An accurate and precise description of the incident and reason for applying force.
 - iii. A description of the weapon or instrument(s) of restraint, if any, and the manner in which it was used.
 - iv. A description of any injuries sustained by Detention staff or inmates during the Response to Resistance incident and of the medical treatment given and/or received.
 - v. A list of all participants and witnesses (including inmates) to the incident.
 - vi. A copy of any inmate disciplinary reports that prompted the Response to Resistance incident shall accompany the Response to Resistance report.
5. All incidents involving the Response to Resistance shall be reviewed by the Detention Administrator to ensure adherence to the Detention Center's Response to Resistance policy. The on duty Detention Shift Supervisor is responsible for collecting all information surrounding a Response to Resistance incident such as:
 - i. The Response to Resistance reports
 - ii. Staff and inmate witness statements/reports
 - iii. Physical evidence
 - iv. Medical evidence and reports
 - v. Photographs
 - vi. Inmate misconduct reports
 - vii. Nursing notes
 - viii. Videotapes of the incident
6. The on duty Detention Shift Supervisor will then prepare a "Response to Resistance [308 Response to Resistance in the Detention Center](#)

Supervisory summary” and include all of the aforementioned materials into a “Response to Resistance package”. The Response to Resistance Supervisory summary will be submitted to the Detention Administrator, Use of Force Instructor, Staff Services Commander, Deputy Chief of Police, and Chief of Police.

I. CONSEQUENCES FOR VIOLATION OF THIS POLICY

1. Using excessive or unnecessary force: all Detention center staff must recognize that force is only used when necessary, only for as long as necessary and only to the extent necessary. Force may never be used as punishment on an inmate. Violation of this policy may result in serious discipline, including termination from employment with the Los Alamos County Police Department. Detention staff may also be held legally accountable for conduct that violates this policy. Both criminal and civil action can be taken against staff who use excessive force or unnecessary force.

J. TRAINING

1. Training will be provided in necessary techniques for each of the devices employed, including techniques for use of hard and soft restraints, restraining inmates to fixed objects, use of restraints for normal escort activity and reporting requirements for other uses of restraints.
 - i. Inmates will only be restrained to fixed objects which are designed and intended for such use. (71.3.2)

Approved by:



Dino Sgambellone
Chief of Police

Table of Contents

310 Inmate Disciplinary Process			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:			

I. PURPOSE

To describe the disciplinary process that will be used in the Los Alamos County Detention Center to enforce Los Alamos County Police Department Rules and Regulations.

II. POLICY

It is the policy of the Los Alamos County Police Department to have in place a process of inmate discipline that will serve to protect the public, inmates, and staff, and maintain order, through the impartial application of a fully developed well-understood set of Rules and Regulations and a hearing procedure that incorporates all applicable due process requirements.

III. DEFINITIONS

Disciplinary Action: Sanctions placed on inmates for misconduct or violation of Rules and Regulations or laws.

Privileges: A special advantage or benefit granted to an individual.

Complicity: An inmate may be charged, tried and convicted of any offense based upon the conduct of another person if, with the intent that the offense to be committed, the inmate commands, induces, encourages, procures or aids the other to commit it. It is an affirmative defense to the charge of complicity that the inmate, prior to the commission of the offense, voluntarily withdrew from any active participation in the offense. In any prosecution where the liability of the accused inmate is related to the conduct of another person, it is no defense that the other person has been found not guilty, or has not been prosecuted or has been convicted of a different offense.

Contraband: Any illegal item, any prohibited item, or any item altered beyond its original state is considered contraband.

Dangerous Drugs: Any intoxicant, including alcohol, inhalants, and any substance listed as a controlled substance in New Mexico State Statutes. Dangerous drugs also include ingredients or substances combined for the purpose of producing an intoxicant and any counterfeit controlled substance.

Date of Discovery: The date on which the reporting staff member has obtained sufficient information to determine that an offense has occurred, and the identity of the inmate(s) who committed the offense.

Hearing Officer: The Detention Shift Supervisor or designee, whose primary responsibility is to conduct administrative hearings on misconduct reports and who has the authority to recommend disposition of minor and major misconduct reports impartially.

Disciplinary Segregation: The placement of an inmate in cell restriction with limited privileges as a result of being found guilty on a misconduct report.

Pre-Hearing Detention (PHD): The placement of an inmate after alleged misconduct but prior to finding of guilt, in a more secure location in order to control his or her behavior if he or she poses a threat to the security of the institution.

Preponderance of Evidence: Evidence that is of greater weight or more convincing than the evidence that is offered in opposition to it. That is, evidence which, as a whole, shows that the fact sought to be proved is more probable than not.

Staff: Los Alamos County Police Department employees, volunteers, contractors and their employees or agents, and those employees or agents of organizations/businesses whose assignment or responsibility is to supervise or provide services to inmates.

Threat to the Security of the Facility: Any behavior or situation which involves, causes or is reasonably likely to cause acts of violence, a substantial risk of death or serious injury to any person, substantial destruction of property, escape or risk of escape. It also includes the introduction of contraband or the conspiracy or attempt to introduce contraband.

IV. PROCEDURES

A. General

1. Inmates will be required to conform to the standards of conduct reflected in the Detention Center Rules and Regulations, which are provided to each inmate upon intake to the Detention Center. An inmate violating the Detention Center Rules and Regulations may be subject to disciplinary action under the provisions of this policy.
2. A properly managed inmate discipline program will maintain security, control, and safety, ensure the inmates due process rights, ensure fair and consistent disciplinary practices, ensure proper documentation of all rule violations, and provide staff with training in the discipline policy, including familiarity with the rules of the Detention Center, rationale for the rules, sanctions available, and report writing.

B. PROHIBITED ACTS:

1. To establish a firm foundation of inmate conduct and the Detention Center discipline process, it is necessary to describe the kinds of behavior prohibited within the Detention Center. The Inmate Handbook identifies prohibited actions and possible sanctions faced.
 - i. **Minor Violations** - minor infractions do not have serious inmate and Detention Center management implications and may be resolved through an informal or formal disciplinary process. The following lists minor violations, the maximum sanctions that can be imposed is the loss of all privileges for two weeks.

MINOR VIOLATION (Category “A”)**DEFINITION**

1. Knowingly Making a False Statement to any staff member	<ul style="list-style-type: none"> Knowingly providing untrue statements or information, either verbally or in writing, in any attempt to effort to mislead staff
2. Interference with Search	<ul style="list-style-type: none"> Refusing to allow, obstructing or hindering in any way, any authorized person in their search of any person, housing unit, or cell.
3. Failure to Program	<ul style="list-style-type: none"> Failing to perform programs and program work as assigned and/or; Failing to report to any work assigned and/or; Departing from their appointed place of duty or assignment without authorization.
4. Unauthorized Absence without Proper Authority	<ul style="list-style-type: none"> Departing from any place where directed to remain by any staff or facility regulations' Being away from assigned area
5. Presence in Unauthorized or Restricted Areas	<ul style="list-style-type: none"> Entering or remaining in any area without permission or after being ordered in any manner, not to enter or remain in an area
6. Gambling	<ul style="list-style-type: none"> Playing for money or other think of value at any game including, but not limited to, those played with cards or dice, or bets on the side or hand of those playing or betting anything of value on the outcome of any observable event or ascertainable happening or organizing or being in possession of any game of chance, lottery, betting pool, betting slips or records, or being in possession of other similar devices.
7. Violation of Visiting Regulations	<ul style="list-style-type: none"> Engaging in any conduct with visitor(s) or engaging in any other conduct in violation of facility visiting regulations.
8. Alteration of any food or drink	<ul style="list-style-type: none">
9. Sexual Harassment	<ul style="list-style-type: none"> Subjecting another person to sexual conduct, through physical action, and/or verbal or written statements, and the other person does not express or imply consent to the accused inmate's conduct
10. Verbal Abuse or Gestures	<ul style="list-style-type: none"> Subjecting another person to abusive, offensive or defamatory language or gestures
11. Possession of Unauthorized Legal Documents	<ul style="list-style-type: none"> Possessing legal documents of another inmate outside the immediate presence of the inmate to whom the documents belong
12. Disobeying a Lawful Order	<ul style="list-style-type: none"> Refusing to obey a verbal or written lawful order or instruction given by any staff member, acting within the scope of their authority
13. Association	<ul style="list-style-type: none"> While assigned to an off-grounds or outside detail or work crew, associating or communicating with another person without first receiving authorization

14. Fighting or Horse Play	<ul style="list-style-type: none"> The inmate commits this when he or she engages in any physical altercation including, but not limited to exchange of blows, shoves, kicks, or any offensive physical contact which disrupts or threatens to disrupt the orderly running of the institution.
15. Contempt of Committee	<ul style="list-style-type: none"> The inmate commits this when he or she acts in any manner that is considered disruptive while in, or in the immediate area of, any committee or hearing that is being conducted or in session, such as, but not limited to, classification and/or disciplinary
16. Entering into Contract	<ul style="list-style-type: none"> The inmate commits this when he or she enters into any contract or engages in any business without the express permission of the Detention Administrator
17. Any Unauthorized use of any institutional equipment	<ul style="list-style-type: none"> E.g. telephones, computers, fax machines, copy machines, tools, etc. Failure to abide by facility telephone rules or regulations.
18. Violation of any Correspondence Regulations(s)	<ul style="list-style-type: none"> Failure to abide by facility correspondence rules or regulations
19. Possession of Contraband Items	<ul style="list-style-type: none"> Possessing anything not allowed to be received through the mail, not sold at commissary or issued by the County, out of its original condition, not permitted by the Detention Administrator or otherwise not permitted to be retained or belonging to another inmate and out of their immediate possession
20. Damage to Property	<ul style="list-style-type: none"> Intentionally or through recklessness, damaging or causing to be damaged or altered any property, such as, but not limited to, that of the county or that of a person
21. Theft	<ul style="list-style-type: none"> Knowingly obtaining or exercise control over property or services belonging to another
22. Possession of Stolen Property	<ul style="list-style-type: none"> Being in possession of property of another
23. Alteration of a Cell, Living Area, Housing Unit or Facility	<ul style="list-style-type: none"> In any way altering any electrical, plumbing fixtures, blocking of vents, exchanging cell furnishings, placing furniture or TV from activity areas into cells; writing, painting, hanging or displaying anything on any walls, on ceiling, on or over doors and doorways, over or on windows or on cell fixtures except where provided by institutional Rules and Regulations
24. Sanitary Violation	<ul style="list-style-type: none"> Willfully urinating or defecating in other than the facilities provided for such functions; or Willfully failing or refusing to shower at least once a week; or,

	<ul style="list-style-type: none"> • Willfully failing to keep their body, hair and clothes in as clean, sanitary, neat and odor-free condition as possible under the circumstances of their particular custody; or, • Willfully failing to keep their cell or immediate sleeping area clean, odor-free, sanitary, free of trash and debris and available to the visual observation of a staff member; or, • Intentionally committing acts that could be hazardous to the health of any person within the facility; or, • Disposing of any form of trash or waste in any place other than those specifically designated for waste disposal
25. Insubordinate / Disrespectful behavior	<ul style="list-style-type: none"> • Willfully not submitting to staffs authority; and / or refusing to having or show staff respect; or lacking Courtesy
26. Being in an Unauthorized Area	<ul style="list-style-type: none"> • Inmates that are in an area without having official permission. This includes crossing any red lines, entering in another inmate's cell, and or being in the dayroom or other part of the facility without authorization. • The Hearing Officer shall have the discretion to add three (3) days of lock down for this charge.
27. Failure to be fully dressed during daytime hours	<ul style="list-style-type: none"> • When the inmate fails to be in his / her official issued Los Alamos Detention Center uniform between the hours of 8:00am – 9:00pm.

- ii. **Major Violations** - are violations that have serious inmate and Detention Center management implications. Major violations will be handled through informal or formal disciplinary process, and/or referral for prosecution. Due to the fact that major violations may warrant criminal charges the sanctions imposed will be up to the Shift Supervisor and should reflect the seriousness of the violation. Sanctions for major violations are; loss or all privileges not to exceed two (2) weeks, forty-five (45) days probation with suspended sanctions, confinement in segregation for a minimum of three (3) days and a maximum of fourteen (14) days with a hearing. Charges may be filed in Court against the inmate

The following is an example list of major violations:

MAJOR VIOLATIONS (Category "B")	DEFINITIONS
1. Arson.	<ul style="list-style-type: none"> • Without authorization, setting fire to burn, cause to be burned, or by the use of any explosive or combustible device, damages or destroys or causes to be damaged or destroyed, any structure or property
2. Battery	<ul style="list-style-type: none"> • Intentionally or through recklessness causing injury to another person or applying any physical force,

	offensive substance (such as feces, urine, mucous, blood, saliva, etc.) or any other item or hazardous substance against any person regardless of whether or not injury occurs
3. Assault/Battery with a weapon on another person	<ul style="list-style-type: none"> • Use of any type or object or instrument to threaten, strike or attempt to strike another person
4. Assault/Battery without a weapon on a staff member or visitor	<ul style="list-style-type: none"> • Without a weapon, striking or by actions, posture, stance, or other means, threatening to strike another person (who is a staff member or visitor, but not an inmate), and under circumstances where that other person could reasonably believe that he or she was about to be struck by the inmate
5. Assault/Battery without a weapon on an inmate	<ul style="list-style-type: none"> • The inmate commits this when they threaten to strike, strikes or by their actions, posture or stance, or other means implied to another inmate that they are about to be struck
6. Engaging in Riot	<ul style="list-style-type: none"> • Two or more persons, participating in conduct that creates serious danger or damage or injury to property or persons and obstructs the performance of facility functions
7. Inciting to riot	<ul style="list-style-type: none"> • Urging or organizing two or more inmates to imminently engage in a riot, and such incitement is likely to produce a riot, or once a riot begins, the inmate assumes a position of command or instruction in furtherance of the riot
8. Escape with force	<ul style="list-style-type: none"> • By force or threat of force, removing oneself from the confines of the institution or from official custody while beyond the confines of the institution. The hearing Officer shall have the discretion to modify the charge and convict the inmate of escape without force if the hearing Officer finds that the inmate did not use force or threat of force
9. Escape without force	<ul style="list-style-type: none"> • Without proper authority, removing oneself from the confines of the institution, failing to report to work, school or other assignment, leaving a work, school or other assignment, or fails to return to official custody following temporary leave granted for a specified period of limited duration, work release, school

	release, or furlough.
10. Possession of Escape Paraphernalia	<ul style="list-style-type: none"> • Having in possession or receiving from or giving to another inmate, or fashioning or manufacturing, or introducing or arranging to introduce into the facility any escape paraphernalia including, but not limited to: • Lock, lock pick, trip wires, locking devices, chain, rope, ladder, tool(s) or other items which could be used to affect an escape; and/or • Mask, wig or disguise or any means of altering normal physical appearance which would make identification of an inmate difficult; and/or, mannequin, dummy, replica of a human body, or part of a human body, or any item or device which could reasonably cause a staff member to believe an inmate was present at a designated time and place or which could in any way aid or abet the escape or walk-away of an inmate; and/or, • Form of securities, bonds, coins, currency, legal tender, official papers or documents (other than authentic and authorized papers or documents relative to judicial or administrative proceedings) unless expressly and specifically authorized by the Detention Administrator; and/or • Item of an Officer's uniform, civilian clothing, or staff clothing, including badges, buttons, nametags or items of personal identification unless expressly and specifically authorized by the Detention Administrator or Commander, or any type of communication device.
11. Threats	<ul style="list-style-type: none"> • Communicating a determination or intent (either verbally, physically or in writing) to injure another person or to commit a crime of violence or an unlawful act presently or in the future and the probable consequence of such threat or threats (whether or not such consequences, in fact, occurs) is: • To place another person in fear of bodily harm, or • To cause damage to property, or • To jeopardize the security of the

	facility
12. Abuse of medication	<ul style="list-style-type: none"> • In any way, storing, saving, giving away or removing any prescription without authorization
13. Possession of syringe or drug paraphernalia	<ul style="list-style-type: none"> • Possession of a syringe or other implement capable of injecting a substance under the skin of any individual, including him/herself and/or possession an article, equipment or apparatus capable of administering or injecting a dangerous drug or volatile substance
14. Refusal to submit to a drug test	<ul style="list-style-type: none"> • Failing or refusing to submit to any test for the unauthorized use of dangerous drugs requested by any employee of or under contract to the Los Alamos Police Department. This includes removing or tampering with any drug detection patches or devices or apparatus used for drug testing.
15. Possession or use of dangerous drugs	<ul style="list-style-type: none"> • Possession, using or having under control or in custody any item defined as dangerous drugs
16. Dealing in dangerous drugs	<ul style="list-style-type: none"> • Selling, trading, giving away, introducing, attempting to introduce, or conspiring to introduce any quantity of any item defined as dangerous drugs
17. Possession of dangerous contraband	<ul style="list-style-type: none"> • Possessing, using or having under control or in custody any item defined as dangerous contraband
18. Sexual Misconduct	<ul style="list-style-type: none"> • The inmate commits this when they are: • Touching or having active or passive sexual contact with or fondling of the genitals, mouth, anus, breast or buttocks of another person, and the person consents to such conduct, regardless of whether the touching or contact is to clothed or unclothed parts of the body; • Displaying one's anus, genitals, buttocks or female breast(s) to another person, regardless of the other person's expressed or implied consent to the accused inmate's conduct; or • Masturbating in the presence or direct vision of another person regardless of the other party's expressed or implied consent to the conduct
19. Rape	<ul style="list-style-type: none"> • Having sexual intercourse,

	<p>penetration of or contact with the genitals, hand(s), mouth, vagina or anus of another person, having impaired the power of the other person to apprise or control their conduct by administering or employing drugs, intoxicants or similar means; or, coercing, compelling or inducing the other person to submit to any force, misrepresentation, violence or threat of violence/ or, the other person suffers from mental disease, defects or inadequacy that is reasonably apparent or known to the accused inmate, which in fact renders the other person incapable of understanding the nature of their conduct or being aware of the nature of the act committed; or, the other person is unconscious or otherwise physically incapable of resisting and has not consented to the act. The hearing Officer (Detention Shift Supervisor) shall have the discretion to modify the charge and convict the inmate of the charge of Sexual Harassment or Sexual Misconduct</p>
20. Robbery or Extortion	<ul style="list-style-type: none"> • Using or threatening to use physical force, coercion, or improper pressure upon another person for the purpose of: • Preventing or overcoming resistance to the taking of property or to the retention thereof immediately after the taking: or • Compelling the owner of such property or another person to deliver or give up possession of the property • The hearing Officer shall have the discretion to modify the charge and convict the inmate of the charge of theft or Bartering
21. Bribery	<ul style="list-style-type: none"> • Offering to confer, conferring or agreeing to confer anything of value upon any staff member or other inmate(s) with the intent to influence that person's or inmate's exercise of discretion or other action in any capacity
22. Forgery	<ul style="list-style-type: none"> • Creating or altering a document with intent to deceive
23. Fraud	<ul style="list-style-type: none"> • Obtaining anything of value through deception, trickery or false claim.

	Altering, destroying, concealing or removing anything with intent to impair its authenticity or availability. Presenting or using anything which one knows to be false with intent to deceive.
24. Participating in, Contributing to, or Impeding Control of a Disturbance in any Area either Physically or Verbally	<ul style="list-style-type: none"> Any action or statement made by an inmate which impedes staff from the ability to control a disturbance
25. Tampering with Locks or Security items	<ul style="list-style-type: none"> Without authorization, locking, unlocking or alerting in any way, any lock, locking system or security device or system or using any unauthorized lock or security item.
26. Possession of key or key pattern	<ul style="list-style-type: none"> Possessing a key or key pattern to any lock. A key pattern is any substance upon which the impression of a key is made, or any substance or device designed to make or reproduce a key
27. Tattooing and/or Possession of Tattoo Paraphernalia	<ul style="list-style-type: none"> Receiving a tattoo, giving a tattoo or having in possession any tattooing paraphernalia to include but not limited to patterns, ink, needles or altered electrical appliances.
28. Refusal to move or to be restrained	<ul style="list-style-type: none"> Refusing to be moved from an area or structure such as a recreation yard, shower, program area, etc., or refusing to be restrained or unrestrained. Pulling away or attempting to pull away from an Officer while under escort.
29. Possession of Gang Paraphernalia	<ul style="list-style-type: none"> Displaying or possessing Security Threat Group/Street Gang paraphernalia, e.g., colors, symbols, signs, insignias or gang-related documents
30. Engaging in Security Threat Group/Street Gang Activity	<ul style="list-style-type: none"> Recruiting, assaulting, theft(s), extorting and drug trafficking or conspiring to commit the above mentioned acts
31. Attempt to Engage in or Engaging in any Unauthorized or Inappropriate Relationship	<ul style="list-style-type: none"> An inmate commits this when he or she attempts to engage in or engages in any personal or romantic relationship with a staff member, contract employee, volunteer, etc. whether it be verbally, physically, or in writing

C. REPORTING INFRACTIONS

1. As soon as a rule violation comes to the attention of staff, an incident report will be prepared by the staff member observing the incident and will be signed and forwarded to the Detention Shift Supervisor. That report will include the following:
 - i. Date and time of offense.
 - ii. The specific rule number and violation.
 - iii. The location of the violation.
 - iv. The inmate(s) involved and witness(es).
 - v. Adequate details of the violation to substantiate the charge, including type and disposition of contraband or physical evidence (if any), unusual behavior by the inmate, etc.
 - vi. A description of the immediate action taken, including any force used by the inmate or staff.
 - vii. The signature and title of the staff member filing the report.
2. Placement in Pre-Hearing Detention
 - i. An inmate may be placed in Pre-Hearing Detention (PHD), if the inmate poses an escape risk or a threat to the security of the institution, public, or other inmates, or staff.

D. HEARING PROCESS

1. If the Detention Shift Supervisor has a reasonable belief that an infraction has occurred and that formal disciplinary action is warranted, a hearing for disciplinary action will be scheduled within three (3) working days. The Detention Shift Supervisor may postpone a hearing for good cause, documenting the reason for any such delay in the inmate's central file.
2. The inmate must be notified no more than twenty-four (24) hours after the incident or the date of discovery. The inmate may, on advisement of a scheduled hearing, sign a waiver of appearance at a hearing. If the inmate does not waive the hearing, a disciplinary committee will convene as soon as is practical for the purpose of hearing the case. The Hearing Officer will be impartial and will not include anyone involved in the alleged violations or charges. The purpose of the Hearing Officer will be to hear the facts of the alleged violation, weigh the evidence, and make a ruling as to the disposition of the case, using only information available to the Hearing Officer in the hearing.
3. During a disciplinary hearing, the Hearing Officer may hear testimony from witnesses, and the charged inmate, provided the inmate's appearance would not be disruptive. An inmate charged with a rule violation will have the opportunity (but is not required) to be present, make a statement, present documentary evidence, and call witnesses in their behalf when such witnesses are reasonably available and their presence is not deemed by the Hearing Officer to be unduly hazardous to Detention Center safety. The Hearing Officer may exclude an appearance for any witness who refuses to appear. The reasons for such denial will be documented in the record of the hearing. The charged inmate will be excluded from the hearing during the testimony of others.

E. SANCTIONS

1. The Hearing Officer is empowered to impose appropriate sanctions when a charge is substantiated by information obtained in the hearing process, including staff reports, inmate statements, and information derived from documentary evidence and witness statements. The Hearing Officer may impose the following dispositions or combinations thereof on a finding that a prohibited act occurred:
 - i. Dismissal of any or all charges and expunged from the record.

- ii. Referral for filing of formal criminal charges.
 - iii. placement in disciplinary segregation for not more than fifteen (15) days; continuous confinement beyond fifteen (15) days
 - iv. Requires the review and approval of the Detention Administrator.
 - v. Restriction of any or all privileges.
 - vi. Suspension of execution of any sanction imposed.
2. The Hearing Officer may not impose any of the following sanctions for any rule violation:
- i. Any form of dietary restriction or the use of food or meals as a punishment.
 - ii. Any form of corporal punishment.
 - iii. Any form of discipline imposed by another inmate.
 - iv. Disciplinary segregation in excess of fifteen (15) consecutive days.
 - v. Deprivation of clothing, bedding, or necessary personal hygiene items. This does not apply to those inmates who engage in the practice of destroying such items.
 - vi. The use of a “violent cell” or restraints as punishment. Restraints only may be used for otherwise uncontrollable inmates.

F. RECORD OF FINDINGS

- 1. A record will be maintained of the hearing, including witnesses heard, evidence considered, and the disposition. This record need not be verbatim.

G. ADMINISTRATIVE REVIEW

- 1. The Detention Administrator will review all disciplinary actions, regardless of whether an appeal is taken, and may on their own motion reverse the decision, remand the decision, or modify the sanction imposed whenever such action is supported by the record. Under such a review, a sanction imposed by the disciplinary Hearing Officer may not be increased.

H. APPEALS

- 1. Inmates may appeal through the inmate grievance procedure to the Detention Administrator, in writing, within typical grievance time guidelines not to exceed five (5) days from the date of being advised. The inmate will be advised of this right to appeal by the Hearing Officer at the time the sanction is announced.
- 2. The Detention Administrator, or her designee, may affirm or reverse the decision outright, return the decision to the Hearing Officer for further proceedings, or modify (but not increase) the sanction imposed. A decision will be made within five (5) days, and a written copy of the decision will be provided to the inmate.
- 3. The Detention Administrator will consider the merit of the appeal based on whether there was substantial evidence to support the sanctions imposed.
- 4. The Los Alamos Detention Center inmate grievance procedure may be used when the inmate has a question or complaint regarding custody treatment, medical treatment, jail policies and procedures, or other related matter. A grievance may include complaints against the substance of policies as well as their application. A grievance complaint involving a disciplinary disposition (major incident report) will be rejected. The grievance mechanics shall not be confused with the established disciplinary process. Inmate grievances may be filed in all matters except the following:
 - i. Legal decisions as directed by the Courts.
 - ii. Inmate disciplinary procedures.

- iii. Specific appeal procedures are provided for disciplinary actions.
 - iv. Grievance forms with more than one (1) inmate's name will be rejected.
5. In order to provide an impartial method of filing grievances, inmates will be notified by the Inmate Handbook, of the method of initiating and resolving a grievance. An inmate may file a grievance without fear of reprisal. Whenever he or she believes they have been subject to abuse, harassment, abridgement of civil rights, or denied privileges without cause.

I. GRIEVANCE PROCEDURE

1. To establish a consistent and equitable procedure for handling inmate grievances by providing the inmate with communication procedures that can answer questions and reduce the necessity for many formal legal challenges and inquiries. This procedure is intended to fill the inmate/staff communications void between the jail "kite" and the Court writ form.

J. FILING OF INMATE GRIEVANCES

1. The inmate has five working days after the occurrence of any specific incident in which to file a grievance. A Policy grievance may be filed at any time. The inmate shall complete an Inmate Grievance Form and submit it to the Detention Officer on duty.
2. Detention Officer's Responsibilities
 - i. Talk with the inmate and attempt to resolve the issue. At this stage most issues can be resolved by the Detention Officer on duty.
 - ii. If the inmate wants the grievance to remain confidential, the inmate will be given a grievance form, instructed to seal it in an envelope, and given to the Detention Shift Supervisor.
 - iii. If the issue is not resolved and the inmate does not want the grievance to remain confidential, deliver an inmate grievance form to the inmate.
 - iv. If needed, assist the inmate in completing the inmate grievance form.
 - v. Document steps taken to resolve the issue at this stage
 - vi. If the grievance is not resolved at this stage, forward the grievance to the Detention Shift Supervisor.

3. Detention Shift Supervisor Responsibilities

- i. Upon receiving an inmate grievance form, the Detention Shift Supervisor will attempt to resolve any issues and document any action taken.
- ii. If the complaint is resolved, the Detention Shift Supervisor will document the action taken and how the complaint was resolved. The report will be forwarded through the chain-of-command to the Detention Administrator. The inmate will be given a copy of the report.
- iii. If the grievance is not resolved at this stage, document the action taken and forward the grievance form within five days of the date to the Detention Administrator.

4. Detention Administrator's Responsibility

[310 Inmate Disciplinary Process](#)

- i. Upon receiving an inmate grievance form, the Detention Administrator will attempt to resolve any issues and document any action taken.
- ii. Submit his or her written decision on the grievance to the inmate.

K. RECORDS

- 1. The Detention Administrator is responsible for Coordination of grievance procedures and the maintenance and control of inmate grievance records.
- 2. The Detention Administrator will periodically review grievances to determine if there are any significant trends that need to be addressed.
- 3. If the Detention Administrator sees that a trend is developing, the Detention Administrator will then and address the issue with the Inmate.

L. RETALIATION PROHIBITED

- 1. Retaliation against an inmate by staff, for filing an inmate grievance form is prohibited.
- 2. An inmate may be subject to the disciplinary process for filing unfounded grievances with malicious intent against staff members.

M. TRAINING / REVIEW

- 1. New Employees
 - i. Supervisors will review this directive with all new personnel as part of their Orientation training.
 - ii. Revisions
 - a. Supervisors will review all revisions with their personnel.

Approved by:



Dino Sgambellone
Chief of Police

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312 Inmate Property			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	72.5.1, 72.5.2		

I. PURPOSE

The purpose of this General Order is to establish procedures for the handling and safekeeping of inmate property.

II. POLICY

It is the policy of the Los Alamos County Police Department to inventory and secure all inmate money and property and to maintain an accurate record of its use and security.

III. DEFINITIONS

COMMISSARY – means stores from which an inmate may purchase items that have been approved by the Detention Administrator with their own money.

WEAPONS/DANGEROUS ITEMS LOCKER – means a locker used to secure weapons or other dangerous items of people who enter the Detention Center.

INMATE – means an individual accused or convicted of a crime and who is housed in the Detention Center.

PROPERTY LOCKER – means a locker used to secure an inmate's personal possessions taken from him/her at the time of booking with the exception of dangerous items

SALLY PORT – means the area where an inmate, who is brought to the Detention Center, is removed from a Police vehicle.

IV. PROCEDURES

A. General

1. Detention Officers will conduct an inventory search of the detainee at the time of booking and prior to entry to the holding facility. (72.5.1 (a))
2. All property and cash belonging to an inmate will be documented on an inmate property receipt at the time of admission to the Center. (72.5.1 (b))(72.5.2 (b))
3. Each inmate will be assigned a property locker. All property, except cash, checks and money orders, will be placed into the property locker with a signed copy of the property receipt. (72.5.1 (c))
4. Any blunt, sharp, edged or other item(s) taken from an inmate that may be considered as a weapon (excluding firearms), will be secured in the dangerous items locker. Upon release, the item(s) will be returned to the inmate outside of the Center.

5. Firearms that are possessed by inmates will not be permitted to enter the Detention Center. The on duty Patrol Watch Commander will be required to take possession of and secure inmate firearms as safekeeping property.
6. All money, checks and money orders will be placed in the secure money drawer located in the booking area. Cash, checks or money orders received after the inmate is admitted to the Center will be recorded on the inmate's property receipt and secured in the money drawer. (72.5.1 (c))
7. Any time an inmate receives or transfers funds, this action will be documented on a receipt signed by the inmate and the Detention Officer as well as on the inmate's property receipt.
8. Inmates must submit a written request to retrieve belongings from their property locker or the secure money drawer. After approval by the Detention Administrator, or designee, only the Detention Administrator, a Detention Officer, Police Officer or Public Service Aide (PSA) may retrieve the property.
9. The official will document removal of the property from the property locker on the property receipt and co-sign with the inmate on the property sheet the removal of the item(s).
10. Upon release from custody, or transfer to another facility, all of the inmate's property will be released to the inmate or to the Officer transporting the inmate to the other facility. In either case, the inmate is required to sign for property. The Los Alamos County Detention Center will not hold any property or money for an inmate transferred to another facility. (72.5.1 (d))
11. Inmates and Staff are not allowed to transfer money to another inmate at any time.
12. Staff are not allowed to receive detainee, arrestee, or inmate property.

B. Commissary Funds

1. Inmate fund shall be held in the secure money drawer located in the control room.
2. A separate commissary log sheet will be kept for each inmate choosing to maintain funds in such account. All financial transactions will be clearly recorded on the inmate's log sheet and will include the date, time and amount of the transaction. Both the inmate and Officer will sign the log sheet next to the transaction. Further, if the inmate is transferring funds from his or her property to a commissary fund, such transaction will be recorded on the inmate's property receipt.

Approved by:



Dino Sgambellone
Chief of Police

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313 Detention Staff Training			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	72.1.1, 72.1.2,		

I. PURPOSE

The purpose of this General Order is to establish training requirements and standards for Detention Officers and other Department personnel who may be assigned to perform duties and responsibilities in the Detention Center.

II. POLICY

It is the policy of the Los Alamos County Police Department to provide all personnel with the necessary and required training to perform the duties and responsibilities assigned while working in the Detention Center.

III. DEFINITIONS: None at this time.

IV. PROCEDURES

A. New Detention Officer Training

1. All new Detention Officers hired by the Department will be provided a minimum of eighty (80) hours of documented in-house and on-the-job training.
2. Such training will be under the direct supervision of the Detention Administrator or Detention Shift Supervisor before being assigned to work independently.
3. During the new Officer's training period, his or her performance will be documented and reported to the Detention Administrator on a weekly basis.
4. Any remedial or additional training needs will be identified and referred to the Detention Administrator for action. The Detention Administrator will take the appropriate action to have any such training provided and documented.
5. Within one year of being hired, every non-certified Detention Officer will be required to attend a 40-hour Basic Detention Officer class. Failure to successfully complete the 40-hour course may lead to termination. Attendance at these courses is mandatory for certification by the New Mexico Association of Counties.
6. The in-house training for all new Detention Officers will cover the following:
 - i. Inmate booking and release procedures for both adults and juveniles
 - ii. Safety techniques in dealing with belligerent or violent inmates
 - iii. Inmates' rights and privileges
 - iv. Housing procedures for adults and juveniles
 - v. Inmate transports
 - vi. Conducting cell searches
 - vii. Inmate medical procedures
 - viii. Inmate grievance procedures
 - ix. Key control
 - x. Inmates' meals
 - xi. Inmate programs

- xii. Radio procedures
- xiii. Court operations
- xiv. Pepper spray use
- xv. Customer service training
- xvi. Sexual harassment training
- xvii. Violence in the workplace training
- xviii. Department manuals
- xix. County personnel rules
- xx. CPR and universal precautions
- xxi. Defensive tactics and use of force
- xxii. Jail control procedures
- xxiii. Fire suppression and equipment (72.1.1)

B. In-Service Training

1. Each Detention Officer of the Department will receive additional training in accordance with the following schedule:
 - i. Annually – 40 hours mandatory
 - ii. Suicide Prevention
 - iii. Crisis Intervention
 - iv. Emergency procedures
 - v. RTR /Use of Force
2. Every three- years (72.1.1)
 - i. Review of in-house training, to include fire suppression
3. Every four-years
 - i. CPR
 - ii. First Aid

Approved by:



Dino Sgambellone
Chief of Police

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314 Security and Control			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	72.1.2, 742.4.1, 72.4.2, 72.4.3, 72.4.5, 72.4.6, 72.4.7, 72.4.10, 72.4.11, 72.8.4		

I. PURPOSE

The purpose of this General Order is to establish procedures for security and control of the Los Alamos County Detention Center.

II. POLICY

It is the policy of the Los Alamos County Police Department to prevent escapes and attempted escapes from custody through the use of proper security and control procedures.

III. DEFINITIONS

Legal Mail: Incoming or outgoing mail to the following: American Civil Liberties Union (ACLU), Attorneys, Chief of Police, Director of Bureau of Prisons or Department of Corrections, Judges (Federal, State, County and Municipal), Legal Aid, Public Officials acting in their official capacity, Sheriff, U.S. Attorney General, Probation and Parole, Children youth and Families Development (CYFD), U.S. Marshal's Office, and Licensed legal aid organizations whose principal office is located in the state.

IV. PROCEDURES

- A. The following procedures will be in force to maintain security and control in the Los Alamos County Detention Facility.
 1. It is imperative that Non-essential persons will only be granted access when accompanied by essential personnel and will not: (72.1.2)
 - i. have contact with detainees;
 - ii. violate a detainee's privacy;
 - iii. impede facility operations; and,
 - iv. be allowed access during emergency situations
 2. No weapons of any kind are permitted in the Detention Center. Weapons such as firearms, edged weapons or tools, including pocket knives, Leatherman type tools, etc., that may be carried by Department personnel, personnel from other Departments or agencies or visitors to the Center shall secure these items in a safe location away from the Detention Center or in secure firearms lock boxes located at both entrances to the Center before entering. (72.4.1)
 3. **EXCEPTION:** This policy may be superseded in case(s) of emergency by the on-duty Patrol Shift Supervisor, Detention Administrator, or higher authority. All incidents in which this policy was overridden will be documented in writing and submitted through the chain of command to the Deputy Chief of Police.
 4. Detention personnel are authorized to carry OC spray, ASP batons and the issued emergency seatbelt cutter. All of these items will be carefully inventoried on a regular basis as determined by the Detention Administrator. No edged weapons or tools are allowed in the Detention Center without the specific authorization of the Detention Administrator or designee.

5. A complete set of facility keys will be kept in the Control Room. This set is to be used for emergency purposes only. An Emergency set of Keys is also available within the Patrol briefing room. (72.4.3)
6. Detention personnel or other person responsible for detainee supervision will not enter an occupied cell without other essential personnel oversight, unless a life threatening emergency exists. (72.4.2)
7. All doors to the Detention Center shall be kept closed and locked at all times, unless approved by the Detention Administrator or Higher authority.
8. Detention Officer shall conduct a security inspection of the all areas of the facility at least once per week. They shall document and report in writing any and all deficiencies to the Detention Administrator before the end of the shift on which it (they) were detected and if any contraband was discovered. (72.4.6)
9. A security check, including a check for weapons and contraband, will be made of each unoccupied cell prior to use. In addition, a cell and bunk area will be inspected when the area becomes unoccupied. The Detention Officer on-duty is responsible for making this check and reporting any abnormal conditions to the on duty Detention Shift Supervisor, the Detention Administrator, and the on duty Watch Commander, in writing, prior to the end of the shift. Such report shall be forwarded to the Detention Administrator for review and action, if necessary. (72.4.5)
10. In order to keep the Detention Center secure, safe and free from weapons and contraband, Detention Officers shall conduct unannounced random searches and inspections. These searches and inspections will include all living areas, bars, locks, security devices, windows, walls, floors, access plates, protective doors, and any areas to which inmates have access. Searches are necessary to locate and confiscate any contraband items or weapons that may have entered the Center. Detention Officer shall consider all inmates as a carriers of contraband. All searches will be conducted in a humane and consistent manner. All such inspections and searches shall be logged in the Detention Log together with the date and time of the search/inspection, names of individuals conducting the search/inspection, and the results thereof.
11. Mail Delivery
 - i. Detention Officer(s) passing out Non-Legal mail will accept, open and inspect all inmates' mail in the control room. (72.8.4 (a))
 - a. Inmates are prohibited from receiving or possessing items that might be converted to a weapon, matches, lighters, medications (except those administered), items commonly defined as contraband, or any other unauthorized items. (72.8.4 (b))
 - b. Items will be inspected by a Detention Officer upon receipt into the facility and recorded in the detainee property report if they are allowed within the Detention center. (72.8.4 (c))
 - c. All incoming mail will be delivered within twenty-four hours of being received by Detention staff. (72.8.4 (d))
 - d. Non-Legal mail will be inspected and may be read to ensure that the contents do not contain evidence of an escape attempt, threats to safety and security of facility, evidence of the commission of a crime, evidence of conspiracy to commit a crime, or other action affecting Detention center operations.

- ◆ Detention Officers will document all incidents that threaten the facility or any person therein. (72.4.11)
- e. U.S. Currency shall be removed from inmate mail and entered into JMS. A receipt reflecting the deposit will be issued to the inmate. Checks and Money Orders will be refused and returned to the sender.
- f. All postage stamps on envelopes and postcards will be removed by Detention Officer inspecting the mail.
- g. Color printed photographs and drawings deemed inappropriate will be returned to sender.
- h. Incoming mail must display a complete return address and be addressed to the inmate, using the name that appears in Detention records. Mail for a current inmate with no return address or incomplete name/or return address shall be refused and returned to the U.S. Postal Services. Mail for a former or unidentifiable inmate, with no return address, will be returned to the U.S. Postal Services.
- i. Envelopes and postcards will include the Los Alamos County Detention Center address and a line for the inmate's clearly printed name. Writing on the exterior of envelopes is limited to the name and address of the recipient and the inmate sender's name only.
- j. All outgoing mail must remain unsealed until it is inspected for content, contraband, or other materials.
- k. Books, magazines and periodicals must be received directly from the publisher, or they will be refused and returned to the sender.
- ii. Detention Officer(s) passing out Legal mail will open legal mail front of them from outside their cell window.
 - a. Incoming and outgoing Legal Mail will be inspected for contraband only and will not be read.
- 12. At the start of each shift, Detention Officers shall conduct an inspection of all equipment and tools within the Detention Center to assure that no items are missing and that they are all in good working order. These inspections shall be documented on the Equipment checklist (Appendix A). (72.4.7)
- 13. The Sally Port is to be kept clear of all tools or potential weapons. All shovels, rakes, picks, weed-whackers, etc., shall be properly secured.
- 14. Inmates may be stripped-searched upon admission to the Detention Center after having been placed in with other inmates provided such searches are based on reasonable suspicion that weapons or contraband will be found. Such searches shall be conducted only with the written approval of the Detention Administrator or the Detention Shift Supervisor in compliance with Department procedures on such searches. If these parties are not available, any sworn commander, the Deputy Chief and Chief should can give approval for strip searches.
- 15. The Detention Officer on-duty shall visually supervise all individuals that enter the facility with any tools, including culinary tools and hair cutting equipment. Each tool will be inventoried both upon entering and again upon leaving the Center.
- 16. The Detention Center has electronic audio and visual surveillance equipment to maintain safety and security within the Center. These devices are located in strategic locations throughout the facility. This equipment is controlled in such a manner as to reduce the

possibility of invading an inmate's personal privacy. Detention Officers are responsible for reporting any problems with this equipment to the Detention Administrator in a timely manner.

17. The Detention Administrator, or designee, shall promptly take action to initiate repairs to all deficiencies discovered or reported concerning any and all aspects of the Detention Center.
18. The Detention Center shall maintain a written record of the following:
 - i. Personnel on-duty
 - ii. Inmate population count
 - iii. Shift activities and incidents
 - iv. Entry and exit of all visitors
 - v. Unusual occurrences

B. Escapes from Custody

1. There are basically two types of escape.
 - i. Escape from the Detention Center
 - ii. Walk-away from work groups or release programs outside of the Detention Center
2. Procedures for Escapes from the Detention Center (72.4.10)
 - i. The On-duty Detention Staff shall:
 - a. Lock down all remaining inmates to prevent further escapes
 - b. Immediately notify the on-duty Detention Shift Supervisor and the Watch Commander on duty of the escape
 - c. Conduct a head count and roll call to identify any inmate(s) that are not present or accounted for
 - d. Conduct a search of the entire Detention Center in order to confirm that the inmate(s) are unaccounted for and not in the Detention Center
 - e. Locate and secure any means of escape and ensure that all areas are secure.
 - f. Compile the following information on the escapee(s) and forward this information to the on-duty Watch Commander and to the Consolidated Dispatch Center (CDC) for Law Enforcement BOLO dissemination as may be appropriate to assist in the apprehension of the escapee(s):
 - ◆ Name(e) of the escapee(s)
 - ◆ Full description of the escapee(s)
 - ◆ Last known address of the escapee(s)
 - ◆ Address of the escapee(s) family(ies)
 - ◆ Information on the possible direction of travel
 - ◆ List of recent visitors and known acquaintances to include addresses, if known
 - ◆ Any other information that may assist in the capture of the escapee(s)
 - ii. The On-Duty Detention Shift Supervisor and Watch Commander will:
 - a. Verify that the escape has in fact taken place (including the number of escapees) and then instruct the CDC to immediately implement a Command Group Staff Notification pursuant to General Order 211 – Command Notification.
 - b. Ensure that back-up Officers respond and set up a perimeter

- c. Coordinate communications and coordinate efforts between Police Operations, Detention and CDC personnel
 - d. Instruct the CDC to initiate call-out procedures of Investigations Unit personnel pursuant to General Order 212 – Specialized Units Call-Out Criteria.
 - e. Meet with Detention Center personnel at the Center or at the location where the escape occurred.
 - f. Verify that the Detention Center personnel initiated a “lock down.”
 - g. Verify that Detention personnel conducted a head count and roll call.
 - h. Contact other Law Enforcement agencies in the area and request that roadblocks be established on primary and secondary roads leading out of Los Alamos County.
 - i. Assign an Officer (Detective, if possible) in to immediately initiate interviews of other inmates in an attempt to obtain information concerning the escape.
 - j. Assign a Department member to receive and coordinate information relating to possible sightings and other information that may assist in the capture of the escapee(s).
- iii. Command Staff personnel will:
- a. Prepare and issue, upon approval of the Chief of Police or his or her designee, a public announcement via the media to:
 - ◆ Inform the public of the escape and any precautions that should be taken
 - ◆ Give a description of the escapee(s)
 - ◆ Encourage the public to report any unusual situation or possible sightings of the escapee(s)
- iv. Responsibilities of Detention Shift Supervisor and Detention Staff
- a. Ensure that the appropriate documentation is complete regarding any escapes or attempted escapes and forward it to Command Staff
 - b. Ensure that appropriate documentation is completed regarding any type of incident that threatens the Detention Center, inmates or Department personnel and that this information is immediately forwarded to Command Staff.
3. Apprehension of Escapee(s)
- i. Upon apprehension of an escapee(s), the On-duty Detention Shift Supervisor will:
 - a. Verify that the escapee(s) has been apprehended
 - b. Notify all personnel involved
 - c. Ensure the good physical condition of the escapee(s) and provide medical attention, if necessary
 - d. Restore the Detention Center to normal operations
 - e. Provide for more secure housing of the escapee(s), if necessary

- f. Ensure the relevant steps are initiated for the prosecution of the escapee(s).

4. Arrestee/Prisoner Interview Security Procedures

- i. The following locations are authorized for interviews and interrogations:
 - a. Investigations interview room
 - b. Visiting rooms in the Detention Center
 - c. Holding Cell
 - d. Detention Center library
- ii. When possible, the location of the interview should be searched prior to the arrestee/prisoner being placed in the room/cell.
- iii. All arrestees/prisoners shall be searched prior to the interview/interrogation process.
- iv. Arrestees/prisoners will not be left unattended in any location other than the holding cell in the Detention Center.
 - a. Prisoners receiving visitors from outside the Department will be secured in one of the Visiting rooms.
 - b. All interviews will be conducted in a designated area with audio recording at a minimum and with video, if possible.
 - c. All personnel in proximity to interview locations should be available to intervene and assist in the case of an emergency.
 - d. Unless otherwise directed by the on-duty Detention Shift Supervisor or Watch Commander, all weapons shall be secured in locking gun boxes outside of the Detention Center. If no boxes are available, weapons shall be secured in the trunk of a Department vehicle.
 - e. Outside of the Detention Center, Officers will use their training and experience to decide whether or not to be armed during an interview/interrogation.

5. Interviews and interrogations shall be conducted in accordance with the following General Orders:

- i. 203 – Criminal Investigations
- ii. 232 – Arrest Procedures
- iii. 303 – Inmate Visitation
- iv. 305 – Inmate Video Recording
- v. 317 – Inmate Searches
- vi. 322 – Master Control Room Duties and Responsibilities

Approved by:



Dino Sgambellone
Chief of Police

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315 Inmate Classification and Housing			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:			

I. PURPOSE

The purpose of this General Order is to establish procedures and guidelines for the classification and housing of inmates at the Los Alamos County Detention Center and for the housing of inmates at other facilities for the purpose of maintaining safety and security for the community, staff and other inmates.

II. POLICY

It is the policy of the Los Alamos County Police Department to provide a systematic method of classifying and housing inmates for the safety and security of the community, staff and other inmates.

III. DEFINITIONS

CLASSIFICATION – means the assignment of inmates to groups based on their abilities, special needs, and identified characteristics.

HOUSING – means the specific accommodations within the Detention Center.

INMATE – means a person who is confined to a jail, prison, or psychiatric hospital.

SEGREGATION – means the enforced separation of inmates from other inmates or groups.

IV. PROCEDURES

A. Initial Classification and Housing

1. Classification begins during the intake process. A Detention Officer shall complete the booking process, including, but not limited to the following:
 - i. Booking Form
 - ii. Inmate ID sheet
 - iii. Medical Screening Form
2. Detention Officers, based upon the intake process, shall consider the following protection factors when making the initial classification and housing assignments for new inmates. When practicable, inmates exhibiting one or more of the following factors should be housed separately from the other inmates:
 - i. **INMATES SUFFERING FROM MENTAL DISORDERS** - Inmates known or appearing to suffer from mental disorders may require protection from other inmates who could assault, exploit or harass them. Inmates known or who appear to be suffering from mental disorders may also present a threat to other inmates.
 - ii. **VULNERABLE INMATES** - Detention Officers should be aware of inmates who are most likely to be assaulted physically or sexually. This may include inmates who are weak, small, vulnerable, and young, Law Enforcement Officers, and inmates accused or convicted of crimes against children.

- iii. **COMMUNICABLE DISEASES** – All inmates will be handled under the Universal Guidelines as adopted by the medical profession. They shall not be treated differently or housed separately unless an inmate advises, or it becomes apparent, that they have a communicable disease. To prevent the spread of the disease to others via airborne pathogens or through contact, such inmates will be housed separately whenever possible.
- iv. **THREATS** - Threats made by and between inmates should be taken seriously.
- v. **INMATES WITH PHYSICAL HANDICAPS OR DISABILITIES** – Inmates known or appearing to suffer from physical handicaps or disabilities may require protection from other inmates who could assault, exploit or harass them. Such individuals may require special accommodations, security and care. Detention Center personnel shall take the necessary steps to provide medical and other care as may be necessary or required.

B. Classification and Housing Review

1. Unless the new inmate is released from the Detention Center by a Court order or through posting bond, a review of the classification and housing assignment will be conducted. The review will be completed by a Detention Shift Supervisor by completing the appropriate paperwork and submitting it to the Detention Administrator. Upon review, the Detention Administrator will make a new determination of classification and housing, if necessary or appropriate in accordance with the criteria and scores on the classification review sheet. Such re-classification may result in:
 - i. Housing in the general population
 - ii. Segregation within the Detention Center
 - iii. Housing in a facility outside of Los Alamos
2. Classification Score Sheet
 - i. Inmates whose classification score is thirty (30) or above may be moved to a facility able to provide appropriate housing, taking into consideration all of the protection factors and classification score sheet considerations. Such other facility shall have a written housing agreement with Los Alamos County and must be approved by the Detention Administrator prior to any inmate transfer.
 - ii. Inmates with scores less than thirty (30) will be housed in the Los Alamos County Detention Center, when practicable. Housing assignments will be made taking into consideration the protection factors.
 - iii. Extenuating circumstances may require deviation from this policy. Such circumstances will be reviewed by the Detention Administrator, or designee, who will make the final determination as to the placement of the inmate(s).
 - iv. The Detention Administrator, or designee, shall conduct a review of each inmate's classification and housing assignment whenever material circumstances related to the inmate change or for inmates incarcerated for periods in excess of sixty (60) days.

Approved by:



Dino Sgambellone
Chief of Police

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316 Dental and Health Care Services for Inmates			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	72.6.1, 72.6.2, 72.6.3, 72.6.4, 76.2.5		

I. PURPOSE

The purpose of this General Order is to establish procedures and guidelines for providing dental and health care to persons incarcerated in the Los Alamos County Detention Center.

II. POLICY

It is the policy of the Los Alamos County Police Department to provide inmates with access to appropriate medical and dental care whether on an emergency or non-emergency basis.

It is the policy of the Los Alamos County Police Department that all inmates are financially responsible for their medical and dental needs and services unless they can prove that they are indigent.

III. DEFINITIONS

None at this time.

IV. PROCEDURES (72.6.1)

A. Emergencies

1. In the event that an inmate has a medical emergency, the Detention Officer will notify the Consolidated Dispatch Center (CDC), advise the Detention Shift Supervisor that additional medical assistance is required, and administer first aid when possible. Los Alamos County Fire and Medical personnel will be dispatched and will provide additional medical care and determine if the inmate requires transport to the Los Alamos County Medical Center's Emergency Room. If transport is required, it will be done according to policy.
2. An "Inmate Medical Request" form should accompany the inmate to the hospital or be forwarded as soon as possible. The form will be returned with the inmate that lists the inmate's diagnosis and instructions for care. The form will be placed in the inmates file upon return to the Detention Center.
3. At least one Detention or Police Officer shall accompany and remain with the inmate at all times while at the hospital. Additional armed personnel may be required as determined by the Shift Supervisor according to classification or inmate Risk.

B. Non-Emergencies

1. The following procedures will be followed for non-emergency medical and dental requests from inmates:
 - i. Upon request, the on-duty Detention Officer will provide the inmate a medical request form.

- ii. The Detention Officer will make an appointment with a health or dental care provider that is under contract to the County. If the inmate specifies a different provider, such provider must be located within the County and the inmate must agree to be financially responsible for any payment. The inmate will be taken to the provider.
- iii. Instructions and prescriptions will be obtained from the provider for any medical care required in the Detention Center.
- iv. Prescriptions will be filled at the Nambé Drug Pharmacy.
- v. Inmates will NOT be allowed to do any of the following:
 - a. Perform direct patient care services
 - b. Schedule health or dental care appointments
 - c. Handle or have access to medical equipment
- vi. Physical restraints may be used for medical and psychiatric purposes.
- vii. All examinations, treatments and procedures covered by informed consent standards in the community are likewise applicable for inmate care. In the case of minors, the informed consent of a parent, guardian or legal custodian applies when required by law. Health care may be rendered against an inmate's will only in accordance with applicable laws, or if inmate is unconscious and unable to make a decision on their own behalf.
- viii. The healthcare provider will maintain all medical records of inmates and keep the information confidential except as to information concerning the inmate's medical management and ability to participate in programs. Written authorization by the inmate is required for the release or transfer of any medical record(s).
- ix. All medical and dental requests and documentation will remain in the inmate's Medical files.
- x. Inmates will not be used or allowed to participate in any medical, pharmaceutical or cosmetic experiments.

C. Medications (72.6.5)

1. The following procedures will be followed in regards to inmate medications:
 - i. All medications and prescriptions will be verified through the prescribing medical care provider or issuing licensed pharmacist. Medications may be dropped off by family members and verified through the same process as new prescriptions. The following medications will be banned from the facility for security purposes: Suboxone, Methadone, and Morphine.
 - ii. As an added level of security all medications must be verified online through drugs.com pill identifier. Medications can be verified by giving the imprints on the tablet or capsule, along with color and shape. And the corresponding pill will display to ensure that the right medications have been given or brought in by family prior to administration.
 - iii. All medications will be secured in the locked Control Room. The assigned Officer will prepare and document times, amounts and types of medications dispensed. All medications will be dispensed to the inmate in view of the camera.

- iv. Detention Officers will ensure that all medications are dispensed to inmates as prescribed, at the times and in the dosage ordered. Staff dispensing medication that requires the staff member to physically apply the medication (as opposed to the dispensing of the medication) will be properly trained in the techniques for administering that medication by a licensed medical practitioner.
- v. Medication purchased by the Detention Center will be given to the inmate or destroyed by the Detention staff upon the inmate's release. Scheduled prescriptions WILL NOT be given to released inmates. Scheduled prescriptions shall be placed in the medical cabinet to be destroyed by the contract pharmacist. ONLY non-scheduled prescriptions will be given to inmates upon their release.
- vi. Detention Officers are responsible for insuring that the correct medication(s) in the correct dose are administered to the correct inmate in accordance with the directions of the physician. All medications will be double checked by the Detention Shift Supervisor prior to dispensing.
- vii. Detention Officers shall document the dispensing of medications on the appropriate inmates Medication log. Both the Detention Officer and the inmate will sign the log each time the medication is dispensed.
- viii. Detention Officers will inspect the inmates to ensure the medication was taken and swallowed. Such inspection includes the inmates' mouths. Officer will check both cheeks and under the inmate's tongue to ensure that he or she has not stored the medication in any concealable areas. All medicines will be dispensed to inmates in a disposable medicine cup.
- ix. Detention Officers may dispense common over-the-counter medications (aspirin, acetaminophen, ibuprofen and cold or allergy relief medicines) to inmates for relief from such appropriate common ailments. The dispensing of these medications shall be logged in the same way as any other medications. All scheduled medications will also be logged on the "Scheduled Log" sheet.
 - a. Any self-identified inmate allergies should be documented on the Medication Cart and no such medication will be dispensed.
- x. Detention Officers will be trained once a year on assisting with self-medication.

D. First Aid

- 1. All Detention Officers will be trained in, and maintain, certifications in First Aid and CPR. The Detention Administrator shall track all certifications of Detention Officers and arrange for all necessary and appropriate training to acquire and maintain the required certifications.
- 2. The Detention Center shall always have a First Aid Kit on-hand. The kit will be kept in the booking area and inspected on a weekly basis by the Detention Shift Supervisor or designee. The Detention Administrator or designee will record such inspections in the appropriate inspection form(s) and replenish the kit with necessary materials in a timely manner. (72.6.2)
- 3. Procedures for gaining access to medical services shall be available to all inmates and clearly posted in areas accessible to the inmates and in the inmate handbook. No employee shall refuse or hinder an inmate's right to medical attention nor impose restrictions on a physician pertaining to the practice of medicine, except as may be necessary for the security and safety of the Detention Center. Detention staff shall not release any information relating to an inmate's medical records unless legally authorized. (72.6.4)

E. Booking

1. During the booking process, a screening form will be completed on each detainee. This screening is to determine if any medical attention is required. The screen will, at a minimum, consist of the following documentation: (72.6.3)
 - i. Current health of the detainee (72.6.3 (a))
 - ii. Medications taken by the detainee (72.6.3(b))
 - iii. Behavior, including state of consciousness and mental status (72.6.3 (c))
 - iv. Body deformities, trauma markings, bruises, lesions, lacerations, jaundice, ease of movement, etc. such injuries will be documented by photographs. (72.6.3 (d))
 - v. Intoxicants inmate may be under influence of that may compound medical state.
 - vi. Serious and infectious diseases will be handled in accordance with universal precautions and under the guidance of a licensed medical practitioner (contact the physician on-duty at the LAMC Emergency Room). Medical examinations will be provided to all staff during Pre-hire physicals and inmates who are suspected of carrying a communicable disease.

Approved by:



Dino Sgambellone
Chief of Police

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317 Inmate Searches			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	1.2.8		

REFERENCES

The following policy references American Correctional Association Standards.

I. PURPOSE

The purpose of this General Order is to set forth guidelines and procedures for determining the legality, conduct and prudence of prisoner searches.

II. POLICY

It is the policy of the Los Alamos County Police Department to provide an environment in the Detention Center that is free from weapons, drugs and other contraband for the safety of staff, visitors and other inmates.

JUSTIFICATION

Law Enforcement and Detention Officers conduct searches of arrestees and inmates to prevent the introduction of weapons, drugs and other contraband into the Detention Center. These searches are for the protection, health, safety and welfare of staff, inmates and visitors as well as to ensure the orderly effectiveness and efficiency of operations.

III. DEFINITIONS

BODY CAVITY SEARCH – means the search or inspection of an individual’s body cavities (anus, vagina, ears, nose and/or mouth) that involves touching or probing with the hands or an instrument.

CLOTHING SEARCH – means a search of a person’s clothing wherein the person is required to disrobe one item of clothing at a time and pass the item to the searching Officer for inspection. There is no physical contact between the Officer and the inmate and the inmate is not required to remove undergarments.

PAT SEARCH – means a search of the person’s clothing in which the clothing is not removed and the Officer makes physical contact with the individual being searched.

STRIP SEARCH – means the visual examination of an individual’s naked body for weapons, drugs or other contraband. A strip search requires the removal of all clothing. Any search that requires the individual to remove or rearrange some or all of their clothing to permit the inspection of their breasts, buttocks or genitalia shall be treated as a strip search and is subject to the limitations described in this General Order.

IV. PROCEDURES

A. Searches At Initial Intake

1. **Pat Searches** will be conducted on **ALL** individuals being booked into the Detention Center in order to prevent the introduction of weapons, drugs and other contraband. Such searches will be conducted regardless if the inmate has been searched in the field by arresting Officers

or that may have been transferred to the Detention Center from another facility. All searches will be conducted prior to the individual being accepted into the Center.

2. **Clothing Searches** will be conducted on **ALL** individuals issued a Detention Center uniform. Such search shall be conducted at the time of the clothing change.
3. **Strip Searches** conducted of arrestees on intake must be approved *in advance of the search* in writing by the Detention Administrator, or Detention Shift Supervisor. If these parties are not available, any sworn Commander, the Deputy Chief and Chief should can give approval for strip searches. Only upon reasonable suspicion to believe that the arrestee may be in possession of weapons, drugs or contraband **and** in conjunction limited circumstances listed below. All strip searches must be documented in the form of an Inmate Search Form written by the searching Officer that specifically includes the reason for the search, who granted authority for the search and the results of the search. (1.2.8)
 - i. Circumstances warranting the strip search of an arrestee on intake:
 - a. There is reasonable suspicion to believe the arrestee is carrying or concealing contraband because one (or more) of the charge(s) for which the individual is being booked involved the possession, distribution or use of controlled substances or the arrestee's use of violence and/or weapons.
 - ii. Even though the arrestee's charges do not involve drugs, weapons or violence, there is reasonable suspicion to believe the individual is concealing contraband because:
 - a. The arrestee has a criminal record that includes convictions for crimes involving drugs, weapons or physical violence (so long as the convictions are sufficiently serious and recent to create a reasonable suspicion that the individual is carrying or concealing contraband);
 - b. The arrestee used or concealed contraband or attempted an escape during a prior incarceration;
 - c. The arrestee's appearance and demeanor or actions suggest that he or she is carrying or concealing contraband;
 - d. The circumstances surrounding the arrest suggest the arrestee is carrying or concealing contraband;
 - e. The Detention Staff has learned from a credible third party that the arrestee may possess weapons, drugs or contraband; OR
 - f. The Officer conducting the pat down search of the individual discovered evidence of a suspicious object beneath the arrestee's clothing.
 - g. Other circumstances which may contribute to a determination of reasonable suspicion but which are insufficient standing alone include:
 - ◆ Whether the arrestee will be intermingled with the general population;
 - ◆ Whether the arrestee has a known gang affiliation.

B. Searches After Intake

1. Inmates residing at the Detention Center are also subject to searches after booking under the following circumstances:

- i. **Pat Searches** are the most common type of search used in the Detention Center. Pat searches should be conducted by Officers whenever an inmate departs from, or returns, to a secure area.
- ii. **Strip Searches** are utilized when there is reasonable suspicion to believe the inmate is in possession of contraband that cannot be determined by a pat search and the circumstances described below: (1.2.8)
 - a. Circumstances **requiring** a strip search of an inmate:
 - ◆ The inmate is returning to the Detention Center from outside activities, such as supervised leave, work release, work detail, Court, medical treatment and medical furloughs, etc.; and
 - ◆ Before and after every contact visit.
 - b. Circumstances justifying a strip search but which require the approval of a Supervisor:
 - ◆ The inmate participated in an activity where he or she had an opportunity to mingle with individuals from outside of the Detention Center, particularly where there were large numbers of people and minimal supervision of the inmate(s);
 - ◆ The inmate is being admitted /discharged from maximum security or the Mental Health Unit;
 - ◆ The inmate is being placed on suicide watch;
 - ◆ When credible information is received that the inmate possesses contraband; or
 - ◆ When an Officer discovers evidence of a suspicious object beneath the inmate's clothing.
 - c. There may be circumstances where a Los Alamos Police Officer has probable cause to believe a strip search is necessary to discover other criminal evidence concealed on the body of a person not in custody. During these circumstances, the Officer shall obtain a search warrant outlining the probable cause.

C. Search Procedures

1. Searches may only be conducted by staff of the same sex as the inmate and who have been properly trained in search techniques that protect both the staff and the inmate from bodily harm and civil liability. The least invasive form of search indicated (given the type of contraband and suspected method of introduction or concealment) shall be conducted. The subject should not be touched any more than is necessary to conduct a comprehensive search of their person.
2. **SEARCHES SHALL NEVER BE CONDUCTED FOR THE PURPOSE OF DEGRADING, HARASSING, EMBARRASSING OR PUNISHING THE INMATE(S).**

3. Pat Searches are conducted by an Officer of the same sex as the individual being searched. Pat searches should be performed prior to departure from any secure area and when there is reasonable suspicion to believe an inmate is in possession of contraband. Always have new arrestees remove all of their personal property from their pockets and ask them if they have any weapons of any kind in their possession and where they are located before conducting a search. Pat searches shall be conducted as follows:
 - i. Stand behind the individual being searched;
 - ii. Have the inmate remove hat, unbutton coat or jacket, and empty all personal articles from the pockets;
 - iii. Put on gloves
 - iv. Run hands under the shirt collar and upper part of the arm to the wrist. Bring hands back along the underside of arms and armpits, sweeping hands down the front of the shirt to the belt from front to back. Run hands down the front and back of the legs to the shoe tops and back up along the sides of the legs, sweeping the hands from the collar to the belt. If an object is detected, try to identify it by gently squeezing it before attempting to remove it;
 - v. Have the arrestee/inmate remove shoes and socks;
 - vi. Examine hat, shoes, socks and other articles;
 - vii. When searching large groups of inmates, such as work details, line up all inmates with hats off, coats unbuttoned and pockets emptied;
 - viii. Do not allow inmates to intermingle during searches. Inmates that have not been searched shall not be allowed to mingle with those who have; and
 - ix. After the search is complete, check the area for contraband dropped or discarded by the inmate(s).

4. Clothing Searches are conducted as part of the inventory of the arrestee's belongings when the individual is changed over to a Detention uniform. Clothing searches are conducted by an Officer that is of the same gender as the individual being searched. Clothing searches shall be conducted as follows:
 - i. The search will be conducted in an area that assures privacy.
 - ii. Prior to beginning the search, conduct a pat-down search of the individual.
 - iii. Instruct the individual to face you and remove one item of clothing at a time.
 - iv. Manually check the clothing for weapons, drugs and other contraband.
 - v. Allow the individual to retain their undergarments or the last item of clothing needed to cover their breasts, genitalia and buttocks. If the individual is not wearing underpants, have them empty all pockets and run your thumb around the inside of the waistband and thoroughly check the hems and seams of the clothing.
 - vi. Do not require the individual to remain unclothed for longer than the minimum time necessary to inspect each article of clothing.
 - vii. Provide the individual with a Detention uniform and secure their personal belongings.

5. Strip Searches shall only be conducted by Detention staff who are the same gender as the subject and who have been trained to conduct strip searches. When possible, two Detention staff of the same gender as the subject will be present during strip searches. No non-essential personnel may witness a strip search. Strip searches shall be conducted as follows:
 - a. Isolate the individual pending approval for the search.
 - b. Conduct the search in an area that assures privacy.
 - c. Conduct the search in a tactful, professional manner.
 - d. During the strip search, do not touch the subject except as required to control them.
 - e. Have the subject remove their clothing.

- ii. Physically examine the following areas:

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- a. All clothing;
- b. Shoes, inside soles and heels;
- c. Socks, turning them inside out;
- d. Run fingers over linings, seams, collars, cuffs, waistband and fly;
- e. False teeth, artificial limbs, plaster casts;
- f. If applicable, under bandages and dressings; and
- g. Have the subject run their fingers through their hair, check for wigs, and hairpieces.

iii. Visually examine the following areas:

- a. The inside and outside of the subject's ears;
- b. The subject's nostrils and mouth (above and below the tongue);
- c. Under the subject's breast area and fatty rolls (when necessary). Have the subject lift their breasts and separate fatty rolls.
- d. The subject's hands, torso and back; and
- e. The subject's genital area. To obtain a clear view of the groin area:
 - ◆ Have the subject lift their penis and testicles
 - ◆ Have subjects with thick pubic hair, part their pubic hair;
 - ◆ Have the subject bend over and spread their buttocks;
 - ◆ Have the subject squat and instruct them to cough 3-5 times and then re-inspect the rectum/vaginal area;

iv. Immediately after conducting the search have the subject dress in appropriate attire.

6. Body Cavity Search:

- i. The Detention Center **DOES NOT** conduct body cavity searches. Should a strip search and/or other information lead an Officer to believe that an individual is concealing contraband, a weapon, or evidence within a body cavity, the Detention Officer shall consult with the Detention Administrator to determine whether sufficient justification exists for a body cavity search. Body cavity searches shall only be performed by healthcare personnel under conditions that give due regard to hygiene and the subject's privacy. If a cavity search is performed a Chief's Report is required.

D. Search Documentation

- 1. Immediately following a strip search, the Officer performing the search shall submit a written report through the on-duty Supervisor to the Detention Administrator that describes the following:
 - i. Date, time and location of the search;
 - ii. Identities of the Officer(s) conducting the search, Supervisor approving the search, and any others present for the search;
 - iii. Identity of the individual searched;
 - iv. Inmate's charges;
 - v. Reason(s) for the search;
 - vi. A description of the nature and extent of the search;
 - vii. Description of the search results, e.g., type of contraband found; and
 - viii. Any other pertinent information.

E. Disposition of Contraband

1. All contraband found during searches will be confiscated. Illegal contraband will be handled as evidence; turned over to the investigating Officer for prosecution, and entered on a Chain of Custody form.
2. Confiscated contraband shall be handed to the Detention Shift Supervisor along with a detailed incident report.
3. Officers identifying inmates possessing contraband will complete a Disciplinary Report and Chain of Custody forms.

Approved by:



Dino Sgambellone
Chief of Police

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318 Inmate Privileges			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:			

I. PURPOSE

The purpose of this General Order is to establish privileges for inmates held in the Detention Center that are intended to help maintain a safe and secure environment.

II. POLICY

It is the policy of the Los Alamos County Police Department to provide limited privileges for inmates who comply with the Rules and Regulations for inmates in the Detention Center.

III. DEFINITIONS

Privilege – means something granted to a person as a means of recognizing good behavior.

Commissary – food and hygiene products that may be purchased through the Detention Center.

IV. PROCEDURES

1. Inmates are allowed privileges as a way to help control behavior and to recognize good behavior. Privileges are classified into two categories:
 - i. Immediate Privileges
 - a. Day room
 - b. Exercise
 - c. Library
 - d. Coffee
 - ii. Earned Privileges
 - a. Commissary
 - b. Personal property within the cell
2. Inmates are allowed to purchase items from the commissary. Inmates that are determined to be indigent will have their hygiene products provided to them by the Detention Center.
 - i. Indigent package will include:
 - a. One (1) toothbrush
 - b. One (1) 1.25 oz. soap bar
 - c. Two (2) .85 oz. toothpaste
 - d. one (1) 1.5 oz. deodorant
 - e. One (1) flexible pen
 - f. Five (5) envelopes
 - g. Ten (10) sheets of blank paper
 - ii. All items are to be dispensed on commissary day and only as needed.
 - iii. **INMATES CAN BEGIN COMMISSARY PRIVILEGES IMMEDIATELY, IF THEY ARE SERVING A SENTENCE.** The Detention Center will provide basic hygiene supplies to the inmate prior to seven days of incarceration.

- iv. Admissions kit will include the following items:
 - a. One (1) toothbrush
 - b. One (1) toothpaste single use packet
 - c. One (1) 1.25 oz. soap bar
 - d. One (1) sin comb
 - e. Two (2) pair socks
 - f. Two (2) pair boxers (men only)
 - g. Two (2) pair underwear (women only)
 - h. Two (2) uniforms top and bottom
 - i. One (1) sweatshirt
 - j. One (1) pair shoes
 - k. Two(2) blankets
 - l. One (1) flat sheet
 - m. One (1) fitted sheet
 - n. One (1) bath towel
 - o. One (1) wash cloth
 - p. One (1) bowl
 - q. One (1) coffee cup
 - r. One (1) drinking cup
 - s. One (1) spork
- v. Other items may be requested through the staff to the Detention Administrator. **ALL ITEMS COMING INTO OR GOING OUT OF THE DETENTION FACILITY ARE SUBJECT TO SEARCH, INCLUDING VISITORS.**
- 3. Cleaning of the Detention Center, cells and grounds is the responsibility of the inmates. The staff will provide the necessary cleaning supplies and equipment. Failure to keep the Detention Center clean may result in the reduction or elimination of privileges.
 - i. Inmates on work detail will be supervised at all times while they are cleaning the facility.
- 4. All inmates within a cell are subject to discipline if a violation of the rules occurs and it cannot be determined who was in violation.
- 5. Showers are located in the day rooms and inmates will be allowed to take showers as desired unless it interferes with the control and security of the Detention center. Inmates will be required to shower at least every other day.
- 6. Telephone services are provided on “collect call” basis only. Calling cards are available for purchase through commissary. An exception to this is in an emergency regarding the inmate. I.E. family member is in the hospital. This will be at the discretion of the Detention Shift Supervisor or designee. (72.7.1 (d))
- 7. Cell items are restricted to the following:
 - i. Four (4) pairs of socks
 - ii. Four (4) pairs of underwear
 - iii. Four (4) plain white T-shirts
 - iv. Three (3) items of reading material
 - v. One (1) writing tablet
 - vi. Two (2) pencils or pens
 - vii. One (1) watch
 - viii. Items purchased from the commissary
 - ix. Approved medications
- 8. Inmates will be issued the following items:

- i. Two (2) blankets
 - ii. One (1) slip cover sheet and one (1) cover sheet
 - iii. One (1) towel
 - iv. One (1) pair of slippers
 - v. Two (2) jail uniforms
9. Hygiene products such as toothpaste, soap, shampoo and toothbrush will be issued to inmates for the first seven days of incarceration. After seven days these items may be purchased through commissary unless inmate is indigent.
- i. Standard tooth brushes are prohibited in the jail facility. Only toothbrushes ordered from a jail supply company that cannot be used as a weapon will be allowed in the facility for inmate use.
 - ii. Razors will be issued at the Shift Commander's discretion. Date and time when the razors are issued and recovered will be documented on the Razor Log. When all razors are recovered for the day, they will be placed in a bag and turned in to the Detention Shift Supervisor for accountability of all razors issued. The Detention Shift Supervisor will dispose of all razors.
10. Linens and uniforms will be laundered every other day. Soiled uniforms and linen will be replaced as needed. The Detention Center will provide for the thorough cleaning, and when necessary, disinfecting of inmates clothing before storage.
11. Inmates are encouraged to write letters to relatives and friends. The Detention Center provides postage at the rate of three (3) letters per week for indigent inmates. The Detention Center will not mail requests from magazine or newspaper advertisements. If an indigent inmate chooses to mail more than three (3) items per week, they must provide their own postage.
12. Standard pens and pencils are prohibited in inmate areas of the facility. Special rubberized pens and pencils that cannot be used as a weapon will be the only writing instruments given to inmates.
13. Contact visits are prohibited unless ordered by a Court for legal purposes. Visits are limited to fifteen (15) minutes per inmate with a maximum of two (2) visits a day. Clergy and attorneys may visit at any time, dependent on the availability of staff. Special arrangements may be made for visitation through the Detention Administrator or a Detention Shift Supervisor on-duty. Visits may be terminated at any time the inmate becomes violent or for other security purposes.
14. Inmates are provided the opportunity to attend/participate in special programs provided in the Detention Center. These programs include religious programs for all denominations, educational programs, Alcoholics Anonymous meetings, Anger Management, counseling for addictions is also available upon request and availability.
15. Detention Officers will conduct random cell searches at least once a week.
16. A copy of the Detention Policies will be provided to inmates upon request.

Approved by:



Dino Sgambellone
Chief of Police

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319 Inmate and Prisoner Transport			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	70.2.1, 70.3.3, 70.4.2, 70.5.1, 72.1.3		

I. PURPOSE

The purpose of this General Order is to establish standards and procedures for the transporting of inmates.

II. POLICY

It is the policy of the Los Alamos County Police Department to provide the necessary level of supervision and control for the transportation of individuals incarcerated in the Detention Center for Court appearances, medical appointments or other approved destinations. This includes the extradition of individuals from other jurisdictions to Los Alamos.

III. DEFINITIONS

ARMED DETENTION OFFICER – means a Detention Officer who is certified and trained to carry a TASER. Detention Officers must be authorized to carry a firearm while transporting a prisoner.

EMERGENCY ACTIONS – means the procedures that a transport Officer or team of Officers will utilize during any type of emergency, such as traffic crash, inmate illness, escape or attempted escape.

ESCAPE – means an attempt or successful evasion of custody by an inmate.

HOG TIE – means restraining an inmate by tying the handcuffs to the leg irons in such a manner as to prevent the prisoner from being able to move either hands or legs. *This practice is not allowed and will not be utilized.*

HIGH RISK INMATE – means an inmate that due to behavior, prior history of escape or escape attempts, mental instability and /or history of violence (a Police Officer will be utilized for transports of high risk inmates).

INMATE or PRISONER – means a person confined in a Detention facility who has been charged with a violation of any Federal, State or Local law.

INMATE TRANSPORT – means the transportation of an inmate from one location to another (usually from one jurisdiction to another) or an inmate of the Detention Center to a Court, medical appointment, or other approved destination.

REQUIRED DOCUMENTATION – means the official documents needed for the transport of an inmate to Court, to or from other facilities, or medical appointments. Official documents would include, but are not limited to, transport orders, judgments and sentences, warrants, extradition papers, Court orders, medical requests and a picture with description of the individual being transported.

SEARCHES – means the close physical inspection for weapons, illegal drugs or other contraband of the transport vehicle and of an inmate who is being transported outside of the Detention Center for any reason.

TRANSPORT VEHICLE – means a Police unit, Detention van or other vehicle that is used to transport a prisoner or inmate outside of the Detention Center. This vehicle must be equipped with a security screen between the front and rear seats.

IV. PROCEDURES

A. Transports

1. Transport Officers will notify the Consolidated Dispatch Center (CDC) ***by means other than radio*** of the transport. This notification shall be made ***prior*** to the actual transport and include information pertaining to the time of the transport, location or destination, and the reason for the transport. Transport Officers will only advise the CDC by radio they are en route to the destination, beginning mileage, and arrived at the location, back en route to the Detention Center, arrival at the Detention Center, ending mileage, or a request for assistance in case of an emergency or an escape of an inmate. At no time will transporting Officers broadcast over the radio where they are going or who they are transporting. Transport Officers will carry a radio on their person with them while conducting transports out of the Los Alamos County Judicial Complex. The radio should be functioning and turned on. (The radio may be turned off while in open Court and/or an earpiece can be used.)
2. All transports will be conducted with the appropriate level of supervision.
 - i. In-county transports, medical, District, Magistrate and Municipal Courts, work details and work releases will be conducted by at least one armed or unarmed Detention Officer or at least one Police Officer as deemed necessary by the Detention Shift Supervisor. If Detention cannot fulfill this transport a Police Officer will assist.
 - ii. **Minimum Security Risk Inmate Transports** may be conducted by one Detention Officer.
 - iii. **High Security Risk Inmate Transports** shall be conducted by two Officers with at least one of them being armed.
 - iv. **Out of County transports** will be conducted by two Officers.
 - a. Exception: at the discretion of the Detention Shift Supervisor, one Police Officer or one armed Detention Officer may be used for transporting non high risk inmates to out of county treatment facilities or programs.
 - v. All female inmates being transported will require the same amount of supervision as outlined in this General Order with the provision that a female Police Officer or female Detention Officer be included in the necessary transport Officer count.
 - a. If a female Officer is not available to conduct a female inmate transport, two male Officers may be utilized. These Officers will call the CDC with the time and beginning mileage at the time of departure from the Detention Center and with the time and ending mileage when arriving at the scheduled destination. The Officers will call the CDC with the time and beginning mileage at the time of departure from destination and with the time and ending mileage at the time of arrival back at the Detention Center. This procedure will be utilized at any time that a female inmate is transported in county or out of county.

- vi. All juvenile inmates will be transported using the same criteria as for adult inmates.
- 3. The Los Alamos County Detention Center may at times contract with an outside transport company for the transport of inmates. The individual transport company will follow their own procedural guidelines regarding the security of the inmate.
- 4. The transport Officer(s) will confirm the inmate's identity prior to transport. (70.5.1 (a))
- 5. The transport Officer(s) will utilize restraints such as handcuffs, transport belts/chains, and leg irons, and stun – cuff magnum as authorized and required by Los Alamos Detention Center policy 308 Use of Force (70.2.1)
- 6. The transport Officer(s) will maintain transport logs listing the names of inmate(s) destination, destination arrival and departure time, mileage of trips, hours required, and any unusual occurrences.
- 7. The transport Officer(s) will carry with them the following documents: (70.5.1 (b))
 - i. Booking face sheet containing a photo and description of each inmate being transported out of county.
 - ii. The transport Officers(s) must have the original copies of a commitment order when transporting an inmate to any State or Federal Correctional Facility or to another facility not within the jurisdiction of Los Alamos County.
 - iii. Copies of a commitment order, transport order/request, medical request or other required documentation will be necessary for all other transports.
 - iv. Any available documentation on the detainee regarding security issues, acts of violence, flight risk, illness/injury, possibility of suicide or medical hazards. (70.5.1 (c))
 - a. Medical hazards include, but are not limited to: potential infectious disease risk, claimed or treated injuries, and claimed or treated medical conditions.
- 8. This Department will not provide transportation of detainees for special situations, such as visiting the critically ill, funerals, or other unusual circumstances unless approved by the Chief of Police. (70.3.3)

B. Transport Vehicles

- 1. The transporting vehicle is an extension of the Los Alamos Police Department and all of the Policies and Procedures regarding Officers and inmates apply.
- 2. The transporting vehicle will always be searched before and after every transport to ensure escape paraphernalia and/or contraband is not present.
- 3. All transport vehicles should allow for communication between the front and rear of the vehicle.
- 4. All transport vehicles will have a device or be modified to minimize opportunities for the detainee to exit from the rear of the vehicle. Vehicles will be modified so that the rear doors and windows of the vehicle cannot be opened from inside of the rear compartment. In addition, these vehicles are equipped with protective screens. (70.4.2)

5. The inmate should be seated and seat belted in a position where the transporting Officer can best view the individual and his or her movements.

C. Responsibilities,

1. During the Transport of an inmate the transport Officer will never:
 - i. Leave the inmate(s) unattended in the vehicle or place of appointment.
 - ii. Allow anyone near or in the vehicle that is not authorized for interviews, visits or conversations with the inmate.
 - iii. Make unscheduled stops for personal or other business.
 - iv. Allow any distractions that would impair the judgment of the Officer away from his or her duties to include personal phone calls, reading of newspapers, books or magazines and engaging in lengthy conversations.
 - v. Secure an inmate to any object or another inmate or utilize any “hog tie” technique.
2. During the transport of inmate(s) the Officer will:
 - i. Ensure the inmate(s) assigned for transport are thoroughly checked for proper identification, searched for contraband, and appropriate paperwork is in order.
 - ii. Ensure all inmate searches will be conducted in accordance with General Order 317.
 - iii. Ensure the inmate(s) are properly restrained before transporting.
 - iv. Proceed to and from destinations in a safe and timely manner.
 - v. Advise the Detention Shift Supervisor of any alternate travel routes taken.
 - vi. Maintain constant visual supervision of the inmate(s).
 - a. In situations where the inmate must utilize a restroom the restroom must be searched for possible weapons, paraphernalia and escape opportunities prior to the inmate being allowed to use it unsupervised.
 - b. When transporting inmates to medical appointments the transporting Officer shall cooperate with medical personnel and hospital protocols to the fullest extent possible without compromising the security of the inmate, the safety of the inmate, medical personnel, Officer or public. In the event a dispute arises with medical personnel involving the security of the inmate which cannot be immediately resolved, the Detention Administrator will be immediately notified.
 - c. Before, during and after Court proceedings an inmate may have a private conversation with his or her attorney. If the conversation occurs in a room which cannot be visually monitored by the transport Officer, the room shall first be searched for possible weapons, paraphernalia and escape opportunities.
 - d. Anytime visual supervision has been interrupted, the inmate will be immediately searched after visual supervision has been regained.

- vii. Be aware at all times of surroundings and alert to situations that could cause a threat to the security of the Officer, inmate, public and/or the vehicle.
 - viii. Ensure that lethal or non-lethal weapons are protected and used in accordance with the Los Alamos County Detention Center policies.
 - ix. Ensure that assistance is requested during the loading and unloading of inmates with special needs into or out of the transport vehicle.
3. The Detention Shift Supervisor will be responsible for:
- i. The coordination of all inmate transportation, including Court appearances, medical appointments etc.
 - ii. Contacting the Patrol Watch Commander for armed Officer assistance when a high risk inmate must be transported.
 - iii. Ensuring appropriate training of transport staff, including:
 - a. vehicle operation
 - b. use of restraint equipment
 - c. roadside emergency procedures
 - d. escape prevention/response techniques
 - e. emergency communications and other training as appropriate

D. Emergency Actions During Transport

1. In the event the transporting Officer(s) are involved in a **traffic crash**, the transporting Officers must adhere to the following procedures:
 - i. Check for injuries and render aid unless unable to do so.
 - ii. Contact local Law Enforcement and emergency medical services, if necessary.
 - iii. Contact the Consolidated Dispatch Center (CDC) and have them advise the on-duty Watch Commander or Operations Commander who will arrange for assistance to the transporting Officer(s). Such assistance may include sending another vehicle to continue the transport, or if necessary, to provide transportation back to Los Alamos. The Detention Administrator or Operations Commander will also make any necessary arrangements to notify the families of the Officer(s) or inmate of any injuries.
 - iv. Maintain security of the inmate. This may involve having the local Law Enforcement Agency transport the individual to the nearest Detention Facility.
 - v. Comply with the requirements of General Order 206 – Traffic Crashes Involving Department Vehicles.
2. In the event a transport **vehicle malfunctions** outside of Los Alamos County, the following procedures shall be followed:

- i. Prior to leaving on long-range trips, transport Officers will obtain a gas card and a P-card. The gas credit card may only be used for gas, oil, windshield, brake and transmission fluids. The P-card may be used to pay for repairs to the vehicle after the Detention Shift Supervisor authorizes the amount. This would include, for example, batteries, shocks, lights, hoses, etc., but not major repairs such as transmissions, radiator repairs or engine damage.
 - ii. If one of the transporting Officers can fix the problem, such as a flat tire, then one Officer shall perform the repair and the other shall maintain security of the inmate.
 - iii. If the vehicle repair cannot be immediately performed by one of the transport Officers, they shall notify the CDC, advise them of the situation, direct them to contact the Detention Administrator and notify the Law Enforcement Department in the jurisdiction of the break-down to request that they assist in providing security for the prisoner while the other transport Officer arranges for the vehicle repair. The transport Officer with the vehicle shall contact the Detention Shift Supervisor, to advise of the estimated cost of the repairs and get prior authorization for the expenditure. The Detention Shift Supervisor shall arrange for transportation and to have the out-of-service vehicle towed to the County's Fleet Maintenance facility, if necessary.
3. In the event of **illness** to either a transporting Officer or the inmate, the following procedures are to be followed:
 - i. If the inmate becomes seriously ill, arrangements shall be made for medical services by a medical practitioner as soon as possible.
 - ii. The transporting Officer shall notify the CDC as soon as possible and advise them of the situation and location and to contact the destination facility to advise of the delay.
 - iii. If one of the transporting Officers becomes ill during a transport, the Officer's discretion and judgment will determine if the transport will continue or discontinue.
 - iv. If a transporting Officer becomes too ill to continue the transport, the CDC shall be notified as soon as possible and advised of the situation. The Detention Shift Supervisor will make the necessary arrangements for the Officer and direct the CDC to notify the destination facility of the delay.
4. In the event that an inmate **escapes** during a transport, the following procedures are to be followed:
 - i. The transport Officer(s) should exhaust all efforts to immediately apprehend the escapee if safe to do so.
 - ii. Transport Officer(s) will maintain security of any other inmates in their custody
 - iii. Transport Officers will contact the CDC and advise of the situation and location. (70.1.7 (a))
 - iv. CDC personnel will notify the Shift Supervisor or the Operations Commander who shall direct any further notifications
 - v. The CDC will notify all local Law Enforcement agencies and the State Police in the area of the escape.

- vi. The CDC will provide a full description of the escapee(s), photographs, and any information that may be useful in the search and apprehension of the escapee(s) to agencies assisting in the incident.
- vii. The PIO or his or her designee will notify the media of the escape and provide a full description of the escapee(s), photographs, and any additional information that may be helpful in apprehending the escapee(s).
- viii. The transport Officer(s) will complete a thorough Incident Report detailing the escape immediately upon return to the Department. Such report shall be submitted to the on-duty Shift Supervisor or Operations Bureau Commander prior to going off-duty. (70.1.7 (b))
- ix. The on-duty Supervisor or Operations Bureau Commander will initiate an investigation looking further into the circumstances and cause of the escape and forward a report to Chief of Police as soon as possible. (70.1.7 (c))

E. Extradition and Transport by Airlines

- i. The Administrative Office will make travel arrangements. Ground transportation should be arranged before the transport. All security procedures and required documentation are the same as if transporting by vehicle with the exception of the security screen in the transporting aircraft. All Rules and Regulations of the airline should be obtained in advance and followed. The carrying of weapons aboard the aircraft will be in accordance with the rules of the airline being used.

Approved by:



Dino Sgambellone
Chief of Police

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320 Inmate Processing and Release			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	1.2.5, 72.5.2, 72.5.4, 72.5.5, 72.5.6, 72.5.7,		

I. PURPOSE

The purpose of this General Order is to establish a uniform procedure for the intake and release of individuals housed in the Detention Center.

II. POLICY

It is the policy of the Los Alamos County Police Department to treat all persons being booked into or released from the Detention Center with respect and professionalism.

III. DEFINITIONS

INMATE PROCESSING – means the procedures followed by a Detention Officer to ensure that all proper, necessary and required documentation concerning a prisoner/inmate is completed.

INMATE RELEASE – means the procedures followed by a Detention Officer to ensure that all documentation is completed and steps taken concerning the release of inmate from the Detention Center.

IV. PROCEDURES

A. Fingerprinting (1.2.5 (b))

1. Fingerprints will be taken on all adult physical arrests processed at the Detention Center. All adult inmates will be fingerprinted, with the exception of Order of Commitments, in the AFIS fingerprint machine.
2. If the AFIS fingerprint system is not functioning or available, one set of prints will be taken on a fingerprint card and one set of prints on a disposition card.

B. Photographs: (1.2.5 (c))

1. When an adult suspect is arrested, three photographs will be taken. At least one photograph from the front, left side and right side will be taken, additionally any tattoos on the arrested inmate will be taken as well.
2. A set of fingerprints and photograph of the inmate, together with a copy of the booking form, will be submitted to the Records Section. Detention Officers will enter all information regarding the inmate into the JMS program of the Department's computer and attach a copy of the photographs. Photograph files will be maintained by the inmate's last name, first name, and DOB. Two files will be kept for each inmate, Medical files will contain indigent health care form, medical intake form, medical requests, medical transports, medical findings, medicine logs, prescription information, control substance inventory forms, medication release log, and any medical clearances or other forms pertaining to that inmate.

C. Intake Procedures

1. Arrestees who show any signs of being involved in any type of altercation whether with an Officer or another individual or who have been involved in any type of accident, will not be accepted into the Los Alamos Detention Center without a medical clearance from a licensed medical practitioner or Los Alamos Fire Department medical field technicians, (EMT or Paramedic). Documentation reflecting medical clearance and the name of the person determining the clearance will accompany arrestee and be turned into the Detention Officer facilitating the booking.
2. Upon initial entry of a person into the Detention Center, the following procedures will be completed to properly process the inmate:
 - i. Each person shall be subjected to a search for weapons and contraband. All searches shall be conducted in accordance with General Order 317 – Inmate Searches
 - ii. Positive identification is made of the person presenting the detainee for Detention, including verification of the person's authority to make the commitment.
 - a. Officers from outside agencies shall be required to show a badge and appropriate credentials that certify his or her authority to make the arrest and commitment. (72.5.5)
 - iii. A booking form, I.D. sheet, and medical screening form will be completed for all adult and juvenile arrestees. All inmates will be logged in the Jail Management System at the time of booking. (72.5.2 (a))
 - iv. Detention Center and inmate information will only be released in accordance with the New Mexico Inspection of Public Records Act. All requests for information are processed by the Records Section of the Department. All juvenile records are safeguarded from unauthorized and improper disclosure by being transferred to the Records Section where they are stored and the required confidentiality is maintained.
 - a. Detainee records will be maintained in a secure location within the Holding Facility (72.1.3)
 - v. All medications in possession of the inmate at the time of booking will be verified by the Detention Officer. This is done by making sure the medication is:
 - a. correctly labeled,
 - b. prescribed to that inmate,
 - c. the prescription on the bottle is current,
 - d. tablets or capsules in bottle have been taken as prescribed (verified by counting)
 - e. all medications are prescribed by the same doctor, hospital or clinic
 - f. all medication will be logged on the medical screening form at the time of booking
 - g. all medication will be logged in the form named “Drug Store” on the “N” drive in the Jail folder
 - h. All medication will be stored in the locked cabinet in the Master Control Room
 - vi. The Detention Administrator or designee will call the doctor, clinic or hospital to verify medication when any of the following occur:
 - a. The label on the bottle seems to be tampered with
 - b. The date on the bottle does not coincide with dosage prescribed by the doctor in regards to the number of tablets or capsules left in the bottle,

- c. There are multiple doctors prescribing medication to the inmate
 - d. A family member or friend brings medication in for the inmate.
- vii. The booking file will contain booking face sheet, photograph identifier sheet fingerprint card, release documents, release of property log, release of money log, criminal complaint, warrant, arrest order judgment and sentence, any pertinent Court information regarding the inmate, transport orders, incident reports, grievance reports, disciplinary reports, daily activity log, commissary forms, money receipt forms.
 - viii. Persons arrested will be allowed to make at least three (3) completed phone calls as provided in NMSA 31-1-5. Two (2) additional phone calls will be allowed during this period for parents of dependent children who need to arrange for the safety of the children. These calls will be free of charge regardless if they are long distance or not.
 - ix. All non-citizens of the US arrested or detained must be given a Consular Notification form and file it with the inmate's records. If an inmate chooses to have his or her Consulate notified, their Consulate shall be notified as soon as possible. Consulate notification form will be signed and dated by Arrestee and Detention Officer.
 - x. Each individual processed into the Detention Center must have at least one of the following documents: Judgment and Sentence, Warrant for Arrest, Remand Order from a Court having jurisdiction in the matter, Order of Commitment, or a Criminal Complaint from the arresting Officer.
 - xi. When juveniles are detained in the Detention Center, a Children's Court Division "Statement of Probable Cause" and a Booking Authority Form are required. All Juveniles must be entered into the SARA system before entering the Detention center **(No Exceptions)**.
 - xii. Each individual processed will have their name, charges, cell location, and bond amount written on the jail board located in the booking area unless Detention Administrator or Detention Shift Supervisor determine his charges could put him at risk of injury.
 - xiii. Adult arrestees with a Br.A.C level of .20% or greater, or upon the direction of the Detention Shift Supervisor or Watch Commander, should be medically cleared for incarceration before being accepted in the Detention Center. The arresting Officer will be responsible for obtaining these clearances from a licensed medical practitioner qualified to make such determination. (72.5.4)
 - a. Individuals who are under the influence of alcohol or drugs may be housed separately in the protective custody cell. Routine Unit Checks will be conducted every thirty (30) minutes. (72.5.4)
 - xiv. Juveniles will not be processed into the Los Alamos Detention Center.
 - xv. All arrests for domestic violence will have the "Domestic Violence" stamp placed on the bottom of their booking form and on the inmate file folder. The name and number of the victims will be on the booking form notes. Victim notification will be part of the holds on JMS program.

D. Multiple Arrests / Bookings

- 1. At times there may be multiple arrestees brought in at the same time for booking into the Detention Center. In circumstances of mass arrest in relation to a special event such as demonstrations, the procedures outlined in the Unusual Occurrence Manual should be [320 Inmate Processing and Release](#)

followed. In recognition that the Los Alamos Detention Center has only two holding cells, in all other circumstances whereby the number of arrestees exceeds two the following procedures will be followed.


2. Additional personnel will be requested as needed to maintain safety and security of arrestees and Officers.
3. The Sally Port may be used as a holding location while individual arrestees are brought into facility for booking.
 - i. While arrestees are in the Sally Port awaiting their turn for booking they will be monitored by at least one Officer (Detention or Police) who will be physically present at all times.
 - ii. The Control Room will monitor the Sally Port as well through the use of the surveillance system.
4. Due to the length of time it may take to complete the booking of multiple arrestees, each will be questioned regarding the status of any dependent children that may be affected by their arrest.
 - i. Any arrestee who identifies the need to make arrangements for dependent children will be allowed to make telephone calls related to those arrangements while awaiting their turn for booking.
5. All arrestees held in the Sally Port awaiting booking will remain secured in handcuffs. Further restraint such as leg irons or securing in the back of a Police unit may be utilized at the discretion of the Officers on duty.
6. If a group or mass arrest exceeds the maximum capacity of the Holding Facility, the Jail Administrator or designee will be contacted to coordinate the temporary Detention of detainees at neighboring Police Departments and/or a county jail. (72.5.6)
 - i. During exigent circumstances, a Detention Shift Supervisor may coordinate housing arrangements when the Detention Center's normal capacity is exceeded.

E. Release Procedures

1. **Positively Identify the Detainee Prior to Release:**
 - i. The releasing Officer shall positively identify that the detainee to be released is, in fact, the correct detainee. Positive identification may be ascertained from another employee, or by checking the identification of the detainee against the description, booking photo, cell number, and booking photo, etc. (72.5.7)
2. Detention Officers will not leave any of the Courts without proper release or commitment orders from the Judge. Upon the release of an inmate from the Detention Center, the following procedures will be followed:
 - i. Bond forms will be completed and signed. Conditions of release will be read out loud to the inmate posting bond.
3. All bond forms and Orders of Release will be verified.

- i. A faxed copy of the bond forms may temporarily be accepted from a trustworthy bond company at the discretion of the Detention Shift Supervisor or Designee.
4. The inmate will not be allowed to bond out until BrAC is blown at .00 or after 16 hours incarcerated if the inmate refuses to submit to the BAC.
5. Detention Officers may accept approved bonds for Municipal and Magistrate Courts **ONLY**.
6. The inmate will clean his or her cell area and turn in all issued jail property and items.
7. The inmate will have their personal property, non-scheduled medication, and money returned to them and the inmate will sign the property, money and medications acknowledgement receipt.
8. All bond forms and bond money will be placed in a sealed envelope and placed in the lock box located in the main corridor leading into Municipal Court
9. Prior to the release of inmate, the CDC shall conduct a computer check of the appropriate systems to verify that there are no outstanding warrants.
10. All inmates will exit the Detention Center through the sally port.
11. When inmates are released with charges related to Domestic Violence, every attempt will be made to notify the victim(s) of the individual's release. A record will be kept of all notification attempts (both successful and unsuccessful), and a copy of that record will be placed in the case file and added to the notes on JMS system release log.
12. If an inmate has expressed thoughts of suicide at the time of release from the Detention Center, the CDC will be contacted and a Patrol Officer will respond and handle as any other suicidal subject call.
13. Employees shall not post bond of non-family member.

Approved by:



Dino Sgambellone
Chief of Police

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321 Safety and Sanitation			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	72.3.1, 72.3.2, 73.3.3		

I. PURPOSE

The purpose of this General Order is to establish procedures that will enhance the overall safety and sanitation of the Detention Center.

II. POLICY

It is the policy of the Los Alamos County Police Department to provide a safe and sanitary facility for the safe and healthful conditions for the inmates and employees.

III. DEFINITIONS: None at this time.

IV. PROCEDURES

- A. The following procedures will be followed in providing safety and sanitation in the Detention Center:

1. Safety

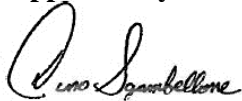
- i. The Detention Center shall maintain a minimum of five (5) fire extinguishers; one in the control room, one in the booking room, one in the kitchen, and one in each corridor accessible to each dayroom.
- ii. Daily visual inspections of fire detection devices and alarm systems will be conducted and documented by Detention Staff (72.3.1 (b))
- iii. Detention Officers are responsible for testing and documenting smoke detectors and checking the fire extinguishers at least once a week. (72.3.1 (a))
- iv. The Detention Administrator shall be responsible for assuring that a documented fire inspection of the Detention Center is conducted every six months by a qualified fire and safety Officer of the Los Alamos County Fire Department to include checking the air tanks located in the hallway of the Detention Center and ensure that it is refilled every six months. (72.3.1 (a))
- v. The Detention Center is equipped with a smoke evacuation system and is purpose built to be a shelter-in-place facility in the event of a fire. As such no evacuation plans are necessary or posted. (72.3.2)
- vi. Detention Officers are responsible for maintaining a well-supplied first aid kit. Additionally, they check the Automatic Defibrillator (AED) weekly. Both the first aid kit and the AED will be located in an easily retrievable location and will be clearly labeled.

- vii. All Detention Officers are responsible for reporting all equipment, alarm malfunctions and structural problems which present a health or safety hazard to the Detention Administrator and/or the Detention Administrator as soon as possible.
- viii. Bulk supplies of flammable and toxic materials will be stored in a locked storage cabinet at all times when not in use.
- ix. Cleaning supplies, such as Lysol and DisCide wipes, that contain alcohol are banned from entering the facility. Cleaning supplies will be purchased through jail supply companies that do not contain alcohol.
- x. The Detention Administrator or designee shall be responsible for assuring that every area with chemicals and solvents have Material Safety Data Sheets.

2. Sanitation:

- i. The Detention Center shall maintain good housekeeping practices to ensure a healthy and sanitary living environment for inmates and staff. The Detention Officers shall be responsible for ensuring that the following areas in the facility are subjected to a documented inspection for cleanliness at a minimum of at least once a week to coincide with the weekly cell searches. Detention Officers shall assign inmates to clean areas, including, but not limited to: (72.3.3)
 - a. All cells
 - b. Shower
 - c. Booking area
 - d. Day room
 - e. Library
 - f. Recreation yard
 - g. Office
 - h. Hallways
 - i. Kitchen/laundry room
- ii. Any condition conducive to harboring insects, rodents or other vermin shall immediately be eliminated. If necessary, pest control professionals will be used to clean or fumigate the facility. Detention Officers will make written documentation of all actions taken to eliminate insects, rodents, other vermin and any other unsanitary conditions.
- iii. The Los Alamos County Utilities Department will keep on file certifications of the Detention Center's water supply that shows that all applicable laws and regulations of the County have been met.

Approved by:



Dino Sgambellone
Chief of Police

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322 Master Control Room Operations			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	72.4.4, 72.4.8, 72.4.9		

I. PURPOSE

To describe Master Control Room operations necessary for the proper functioning of the Los Alamos County Detention Center.

II. POLICY

It is the policy of the Los Alamos County Police Department to maintain a secure control room that serves as the communications and movement control hub for the entire Detention Center.

III. DEFINITIONS

MASTER CONTROL ROOM – means the secure room located within the interior of the Detention Center, which serves as a control center for the Detention Center.

IV. PROCEDURES

- A. The master control room is the hub of all external and internal security and communication activity. It will not ordinarily serve as a decision-making or command post, nor will weapons be stored there. The Detention Administrator will ensure the provisions on security inspections are carried out in this area.
 1. Major responsibilities of the Master control room Officer include the following:
 - i. Controlling such doors that are activated from this post.
 - ii. Conducting and logging periodic checks of all communications systems, surveillance systems, emergency alarm and generator systems, electronic door security systems, fire alarms, intercoms, telephones, systems issued to staff to carry on posts throughout the institution, radio systems, any visual recording systems, and closed-circuit monitoring systems.
 - iii. Receiving periodic shift calls from staff during non-business hours to ensure their safety, (i.e. hospital duty, these calls will be made every thirty (30) minutes)
 - iv. Recording all appropriate information in the control room log.
 - v. Notifying the Detention Shift Supervisor of any emergency or alarm signal from any of the monitory.
 - vi. Contacting local Law Enforcement authorities for assistance when so directed by the Detention Shift Supervisor.
 - vii. Maintaining, to the extent possible, continuous communications with any area of the Detention Center experiencing a disturbance.

B. Staffing

1. The master control room will be staffed around the clock by specially selected and trained security personnel. The Detention Administrator or designee will identify those shifts or

periods of time that may require more than one Officer in the master control room. Supplementary staff may be assigned during peak activity periods. Additional staff will be assigned during a Detention Center emergency.

C. Access

1. Access to the master control room will be limited to staff who have official duties to conduct in this area. Unless assigned to relief duty, off-duty staff or those assigned to other posts are considered unauthorized personnel and will not be admitted to the master control room. Entrance to the control room will be through a locked door. The door to the master control room may never be opened when inmates are in the vicinity of the door.
 - i. The control room is to be staffed at all times by at least one trained operator. This is necessary for the safe operation of this type of facility and all Officers must be trained in the inherent need for someone to be in the control room at all times. Only the control room operator can open the doors to allow Officers to exit dangerous situations and to allow responding Officers into the facility. An unmanned control room risks every Officer's safety and risks inmates overtaking the entire facility. Therefore, any violation of this order will result in disciplinary action against those that left the control room unattended and their Supervisor.
 - ii. No one will be permitted to enter the master control room unless the master control room Officer is personally aware of the identity or can obtain positive verification of their identity and the purpose for which they are to be admitted. Access by non-employees must be approved by the Detention Administrator or higher.
 - iii. No inmate will ever be permitted in the master control room or the vicinity of the door when staff are passing into or out of the master control room.

D. MOVEMENT CONTROL (72.4.4)

1. The master control room Officer controls movement through critical doors and ensures that all doors are locked and closed at all times when intended. Video monitors and audio communication devices used in connection with door functions will enable positive identification of all persons passing through key traffic points.
2. The control room Officer will verbally secure the areas, especially the dayrooms, prior to any Officers entering when there is indication that there are one or more unruly inmates there. Officers responding to unruly inmates will respond with at least two Officers

E. EMERGENCY RESPONSE

1. When a disturbance occurs anywhere within the Detention Center, master control ordinarily will be the first post notified either by radio, surveillance, or intercom. (72.4.8) (72.4.9)
2. The Officer on duty in the master control will immediately notify the Consolidated Dispatch Center (CDC) to notify the Watch Commander. (72.4.8)
3. The Officer assigned to the master control room in a crisis must remain calm, gathering and relaying information in a very thorough manner and delegating duties as may be redirected in such instances.
4. Some duties of this post may be delegated by the Detention Shift Supervisor to other personnel; however, until such time as they are so delegated, they remain the responsibility of the master control room Officer.

5. In an emergency the master control room may be utilized as a secondary dispatch center.

F. TRAINING ISSUES

1. Master control room operations will be a part of both initial and annual training. This will include on-the-job training assignments in the master control room. Training will include a thorough study of security policies as well as knowledge of the master control room's daily operations.

Approved by:

A handwritten signature in black ink, appearing to read "Dino Sgambellone".

Dino Sgambellone
Chief of Police

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323 Inmate Supervision			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	72.8.1, 72.8.2, 72.8.3		

I. PURPOSE

The purpose of this General Order is to establish a means of safely and effectively provide 24-hour supervision of inmates being held in the Detention Center. (72.8.1)

II. POLICY

It is the policy of the Los Alamos County Police Department that Detention Officers and other Department employees in a position to supervise inmates shall strive to maintain an orderly, safe, and controlled environment within the facility.

III. DEFINITIONS

INMATE SUPERVISION – means how inmates are secured, watched, housed and directed within the Detention Center or as may be assigned to work details outside of the Center.

HEAD COUNT – means the actual counting of inmates housed in the facility.

UNIT CHECK – means the visual and physical checking of a cell for weapons, drugs, other contraband, cleanliness, physical violence, escape attempts, and the general well-being of the inmates.

PHYSICAL CHECK – means visually observing the inmate for signs of life.

IV. PROCEDURES

- A. At the beginning and end of each shift, the Detention Officers on-duty will conduct a formal head count of all inmates being held within the facility. They shall compare the head count number with the number of inmates listed on the board in the Booking area and immediately investigate any discrepancies. They shall document the number of inmates counted on the inmate count Log.
- B. Each inmate will be visually and/or physically checked at least every thirty (30) minutes. Physical checks shall be conducted every fifteen (15) minutes on inmates who are considered violent, security risks, physically or mentally ill, or suicidal. Juvenile inmates shall be checked at least once every fifteen (15) minutes. All abnormal situations will be documented on the unit check log and the Detention Officer shall complete and submit an Incident Report to the Detention Officer in-charge and/or the Detention Administrator. All checks will be documented by using the electronic monitoring wand.
- C. The Detention Staff will ensure that when audio or visual surveillance equipment is used that efforts will be made to reduce the possibility of invading an inmate's personal privacy. Exceptions to this Section of the General Order include the surveillance of suicidal inmates, inmates declared mentally unstable, or inmates deemed to be security risks. (72.8.2)

- D. Detention Officers assigned to the Control Room shall closely monitor the video cameras for any unusual activity and immediately notify Detention Staff inside the facility of any activities that need further investigation.
- E. Detention Officers supervising or interacting with detainees of the opposite sex will take precautions to ensure the detainee's personal privacy and dignity. (72.8.3)
 - 1. Physical contacts will be monitored by another employee, if possible.
 - 2. If another employee is not available, the opposite sex detainee should be brought to the booking area where video monitoring will capture and record interactions.

Approved by:



Dino Sgambellone
Chief of Police

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324 Inmate Food Services			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	72.7.1		

I. PURPOSE

The purpose of this General Order is to establish standards for nutritional needs of inmates housed in the Detention Center.

II. POLICY

It is the policy of the Los Alamos County Police Department that all inmates incarcerated within the Detention Center receive three (3) meals a day that meet the Adult Recommended Allowance (RDA) as established by the United States Food and Drug Staff Services (USFDA). (72.7.1 (f))

III. DEFINITIONS

SPECIAL DIETARY NEEDS – means specific food requirements due to medical conditions, allergic reactions, or religious beliefs.

IV. PROCEDURES

A. Meals will be served at the following times unless the meals are not available at that time.

1. Breakfast 0500 to 0830 hours
2. Lunch..... 1030 to 1230 hours
3. Dinner.....1600 to 1830 hours

B. Breakfast meals will not be served later than fourteen (14) hours after the previous dinner meal, unless an evening snack is served.

Approved by:



Dino Sgambellone
Chief of Police

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325 Inmate Deaths			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:			

I. PURPOSE

The purpose of this General Order is to establish standards and procedures for the investigation of an inmate death in the Detention Center and for the notification of the inmate's family.

II. POLICY

It is the policy of the Los Alamos County Police Department that both a standard criminal investigation and an administrative investigation be conducted on all inmate deaths within the Detention Center. The New Mexico Office of the Medical Investigator will also be contacted and conduct their own independent investigation. The Chief of Police may also order a concurrent or independent investigation to be conducted by an outside agency.

III. DEFINITIONS

None at this time.

IV. PROCEDURES

- A. Upon discovery or notification of the death of inmate, Detention Officers shall adhere to the following procedures:

1. IMMEDIATE ACTIONS

- i. Secure the scene.
- ii. Immediately check for signs of life.
- iii. Protect and render aid to any injured or sick persons.
- iv. Immediately contact the Los Alamos County Consolidated Dispatch Center (CDC) for emergency medical assistance.
- v. Initiate Command Staff notifications.
- vi. Separate all inmates as may be needed.
- vii. Separate and protect all potential witnesses and insure that any and all potential evidence is preserved.

2. INVESTIGATIVE PROCEDURES

- i. Officers assigned to these investigations shall at a minimum:
 - a. Contact the Assistant District Attorney
 - b. Contact the Medical Investigator's Office
 - c. Process the scene; photograph and sketch it; collect and package all evidence
 - d. Interview inmates
 - e. Interview any other witnesses
 - f. Interview Detention Staff
 - g. Interview Dispatchers and Police Officers on-duty at the time of the incident

- h. Review steps of the investigation with the immediate Supervisor (continually throughout the investigation)
 - i. Review the results of the investigation with the Assistant District Attorney
 - j. Conduct re-interviews as may be necessary
 - k. Submit any evidence for lab or other testing
 - l. Prepare all necessary and required reports
 - m. Allow the Medical Investigator's Office to enter the scene and conduct any necessary investigation
 - n. Contact the Medical Investigator's Office for results of the autopsy, toxicology reports, etc.
- ii. The actual sequence of steps in the investigation may vary, however, all of the above steps will be completed in a timely manner.

B. FAMILY NOTIFICATIONS

1. Notification of the inmate's family of his or her death shall be the responsibility of the Chief of Police or designee.
2. Assistance from a Chaplain may be utilized during such notifications.

Approved by:



Dino Sgambellone
Chief of Police

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326 Inmate Programs			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:			

I. PURPOSE

The purpose of this General Order is to establish programs beneficial to inmates and to establish a resource base of volunteers to provide such programs. These programs include, but are not limited to religious services, educational tutoring, Alcoholics Anonymous (AA) meetings, Anger management, personal counseling, and other self-improvement programs as approved by the Detention Administrator.

II. POLICY

It is the policy of the Los Alamos County Police Department to diligently seek out and implement programs that can reasonably improve physical and mental well-being of inmates. Inmate programs will be designed to reduce the negative impact on an inmate from incarceration and to improve the probability of a successful re-integration of inmates into society. These programs include, but are not limited to, social services, religious services, recreation, library services, educational programs, and drug and alcohol counseling.

III. DEFINITIONS

None at this time.

IV. PROCEDURES

- A. Generally, inmates will not be denied participation in programs while they are on disciplinary action status except when necessary to maintain security and control in the Detention Center.
- B. The following rules will apply to all inmates participating in programs:
 1. Inmates will treat volunteers and other inmates with respect and dignity. Inmates will stick to the subject matter and not turn meetings into gripe sessions.
 2. Inmates will not ask volunteers for any outside favors.
 3. Inmates displaying disruptive behavior will be removed from the session.
 4. Inmates will not bring any food items into any sessions.
- C. Program sessions will be held in the day room or library of the Detention Center.
- D. Any inmate with an alcohol or substance abuse or other related problem may participate in the Alcoholics Anonymous meetings held in the Detention Center, except those inmates that:
 1. Pose an escape risk
 2. Pose a threat of assaultive or combative behavior towards the Detention Staff, AA representatives, other inmates, or other visitors to the facility.
 3. Ordered by a judge not to participate in Alcoholics Anonymous.
 4. In the opinion of a doctor, counselor, psychologist or psychiatrist, should not participate in Alcoholics Anonymous.

5. In the opinion of the Detention Staff would be disruptive during meetings.
- E. Volunteers are required to complete an application prior to conducting Services.
- F. Volunteers will agree not to grant any outside favors to any of the inmates. This includes bringing any items into the facility for the inmates. (With the prior approval of the Detention Administrator, religious or self-help reading materials *may* be permitted).
- G. Volunteers will agree to stick to their program and not allow meetings to turn into gripe sessions.
- H. Volunteers will agree to hold the Los Alamos County Detention Center, the Los Alamos Police Department, and the County of Los Alamos harmless for any harm or injury inflicted on them as a result, directly or indirectly, from participating in meetings at the Detention Center.
- I. Male and female inmates will not participate together in any programs. Volunteers will make every effort to provide services for both genders.
- J. The Detention Center, and its staff, shall not discriminate against inmates or volunteers in participating in programs based upon race, religion, color, ethnicity, gender or nationality.
- K. The Detention Center will do everything possible to facilitate the regularity of program meetings, but reserves the right to cancel or postpone meetings dependent upon conditions and activities within the facility and any needs existing at the time.
- L. All volunteers are subject to search and will be searched with the metal detector wand prior to being allowed in the Detention Center.

Approved by:



Dino Sgambellone
Chief of Police

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327 Suicide Screening and Prevention			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	72.5.4		

I. PURPOSE

The purpose of this General Order is to identify factors that indicate which inmates are at most risk of attempting or committing suicide and the preventive measures to be taken that have a greater chance to reduce such risks and prevent the loss of life.

II. POLICY

It is the policy of the Los Alamos County Police Department to be alert to factors and indications of inmate suicidal tendencies and to take proactive preventive measures to prevent injury and safeguard the lives of all inmates. (72.5.4)

III. DEFINITIONS: None at this time.

IV. PROCEDURES

A. Booking

1. During the booking process, the Suicide Prevention Screening and Medical form shall be completed by the booking Officer.

B. Risk History

1. History of prior risk is predictive of current risk. Information about whether an inmate was on "suicide watch" in the past shall be checked through the Jail Management System (JMS).
2. Inmates placed on "suicide watch" shall be placed on the individual's name in the JMS.
 - i. A Suicide / Mental Health Precautions Observations Sheet will be initiated
 - ii. Notification of Special Observation Sheet will be filled out and submitted to the Detention Administrator.
3. The Booking Officer shall inquire of the arresting Officer(s) if the subject has demonstrated or stated anything that may be an indication of suicidal tendencies and shall immediately take appropriate preventive measures.

C. Monitoring

1. Detention Center Officers shall conduct Routine Unit Checks every thirty (30) minutes.
2. Detention Center Officers shall conduct Active Unit Checks in staggered intervals of no more than fifteen (15) minutes.
3. Detention Center Officers shall maintain Constant Observation of inmates that are deemed as actively suicidal. They should be observed on a continuous basis with monitoring support via closed circuit TV from the Control Room. TV monitoring by the Control Room may be

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considered a substitute depending on exigent circumstances as determined by the Detention Shift Supervisor.

D. Housing

1. Inmates should be housed in the general population or in the protective custody cell. Isolation increases the risks and should be limited to those persons actively attempting to harm themselves or others. Decisions about restraints, isolation, and the removal of personal objects depend on the individual's situation and is not a routine measure.
2. The use of anti-suicide smocks and blankets is both authorized and directed for inmates on "Suicide Watch."
3. Any inmate deemed suicidal will be housed in OA-Cell or holding cell with anti-suicidal smocks and blankets.
 - i. Only mental health professionals may remove an inmate from suicide watch or lower the watch status.
 - ii. Finger foods will be served while on suicide watch. No plastic utensils, cups or bowls may be given to an inmate on suicide watch. Paper cups may be given to the inmate at the discretion of the Detention Shift Supervisor.

E. Mental Health Network

1. Detention Officers shall contact the Los Alamos Family Council to arrange for a screening by a mental health professional.
2. Arrangements shall be made for follow-up services provided by the Los Alamos Medical Center Emergency Room or local mental health provider for inmates identified as being at risk.

F. Suicide Prevention Brochure

1. Suicide Prevention Brochures shall be placed in the lobby of the Police Department by the Detention Staff to inform families on how to contact the Detention Center if they have knowledge that an inmate may attempt suicide.

G. Training of Detention Center Staff

1. New Detention Center Officers shall be trained on suicide prevention during their initial training and orientation.
2. Refresher training shall be provided to all Detention Center Officer every year by the Detention Administrator or his or her designee.
3. New information regarding suicide and suicide prevention shall be provided in a timely manner after it is received and approved by the Detention Administrator, or designee.

H. Administrative Review

1. All classifications of inmates as being suicidal and all incidents of attempted or committed suicide shall be reviewed by the Detention Administrator as soon as possible.

2. In cases resulting in the death of inmate, the procedures in General Order 325 – Inmate Deaths shall immediately be initiated by the on-duty Detention Administrator.
3. At any time, Detention Center Officers, or any other Department employees, who learn of new measures, or have suggestions for modifying the Detention Center’s procedures for improving the safety of inmates, shall not hesitate to communicate the same to the Detention Center Supervisor for consideration and action as deemed appropriate.

I. Emergencies

1. The Detention Center issues every Officer a seat belt cutter in the event of an attempted hanging. The seat belt cutter shall be on every Officers duty belt and readily available. It shall be inspected on a monthly or more frequent basis to ensure its serviceability.
2. In the event of a medical emergency regarding an inmate:
 - i. The Detention Officer shall stay with the injured person and do what he or she can in accordance with Basic First Aid and CPR procedures.
 - ii. The Control Room will notify the Consolidated Dispatch Center (CDC) to request Emergency Medical Services from the Los Alamos Fire Department and to have the on-duty Watch Commander informed of the emergency.
 - iii. The Shift Supervisor will lock down the facility
 - iv. The Detention Officer will secure the location and any device used in the attempted suicide.
 - v. Upon arrival of the Los Alamos Fire Paramedics the Officer will provide any information available regarding how the injury occurred and the current condition of the person.
3. Emergency Medical Services personnel from the Fire Department will assess the condition of the inmate and determine if transportation to the Los Alamos medical Center Emergency Room is required.
4. If it is determined that an inmate needs to be transported to the Medical Center, an Inmate Medical Request form shall accompany the inmate to the Emergency Room (if time allows or as soon thereafter as possible). The form will be returned with the inmate with any diagnosis and instructions for care of the inmate as may be issued by the attending physician.
5. At least one Detention Officer shall remain with and guard the inmate at all times while at the Medical Center. Additional armed Detention or Police Officers may be required in accordance with General Order 319 – Inmate and Prisoner Transports.
6. All Detention Personnel will complete an Incident Report prior to leaving shift. The Detention Shift Supervisor will record and save any video footage and submit it to the Detention Administrator.

Approved by:



Dino Sgambellone
Chief of Police

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328 Arrest and Detention of Foreign Nationals			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:			

I. PURPOSE

The purpose of this General Order is to establish guidelines and procedures for the arrest and Detention of foreign nationals; accommodating certain rights and privileges of foreign nationals pursuant to law; and the granting of diplomatic immunity consistent with international law and treaties.

II. POLICY

It is the policy of the Los Alamos County Police Department to comply with international law; treaties and guidelines from the United States Department of State in regards to the arrest and Detention of foreign nationals; to ensure that certain rights and privileges are granted and adhered to; and that foreign nationals with diplomatic status are granted immunity from prosecution.

III. DEFINITIONS

AMBASSADOR – means an individual who is an Officer and representative of a foreign government assigned to an embassy in Washington, D.C. or is part of the Mission to the United Nations in New York City.

CONSUL or CONSULATE OFFICER – means an individual who is an Officer of a foreign government assigned to consulate offices in various cities in the United States representing their country and their country's interests, usually as it applies to business, trade and other official duties.

DIPLOMAT – means an individual with ambassador or consul status. That status is extended to certain members of their respective official staffs and immediate families but not to service staff employees.

DIPLOMATIC IMMUNITY – Is a privilege granted to foreign nationals of ambassador or consul status to be free from arrest, Detention and searches. This immunity is extended to certain members of their official staffs and immediate families but not to service staff employees.

FOREIGN NATIONALS – For the purpose of this General Order a foreign national means all individuals who are *not* citizens of the United States of America. This includes all officials with diplomatic and consular status; individuals with green cards and or visas; and legal and illegal aliens. Individuals with dual citizenship, one of which is United States (US) citizenship, are not included in this definition and are to be treated like all other US citizens.

MISSION --- means an official assignment to the United Nations.

OFFICIAL STAFF – refers to those individuals employed by an embassy or consulate that are directly engaged in the official business of the mission.

SERVICE STAFF EMPLOYEES – refers to those employees of the embassy or consulate employed in such positions as drivers, housekeepers, secretaries, clerks, and security staff.

IV. PROCEDURES

- A. Officers and members of the Department who come in contact with foreign diplomats during the course of a criminal investigation, traffic or other accident, while on patrol or during a traffic stop, who claim diplomatic status, can and shall:
 1. Treat all diplomats with Courtesy and respect at all times.
 2. Obtain, verify and document their name, address, consulate, embassy or mission's nationality.
 - i. Individuals with diplomatic status are provided with identification cards by the United States Department of State. This is sufficient identification. However, the individual's description, including clothing, vehicle and that of any associates should be documented.
 - ii. If the individual claims diplomatic status but does not have the State Department's issued ID card verifying the individual's status, a call to the nearest appropriate consulate shall be made forthwith to verify the individual's status. This call may be made through the Consolidated Dispatch Center (CDC). If there is no answer or if appropriate verification cannot be made at that time, if circumstances warrant, the Officer may detain the individual until such verification can be either confirmed or denied. If the consulate is uncooperative or not responsive, the US Attorney's Office for New Mexico shall be contacted.
 - iii. The individual's nationality may be determined from either the State Department's ID card or the individual's passport or other travel documents.
 - iv. Once the individual is determined to be of appropriate diplomatic status, he or she shall immediately be released and offered any appropriate assistance. If so requested by the diplomat, notify their nearest consulate.
 3. Not arrest, detain or search their person, property or vehicle.
 4. Refer all criminal and/or traffic cases involving individuals with diplomatic status to the County Attorney, District Attorney or the United States Attorney General for New Mexico.
 5. In the case of injury or illness, immediately provide the necessary medical attention. The Officer should inquire, if possible, if the individual would like his or her consulate notified, and shall do so without delay if so requested.
 6. In the case the diplomat's vehicle is disabled or damaged to the point where it is unsafe to drive, assist them in obtaining alternative transportation by contacting their embassy, consulate or other designated person(s), and render all reasonable assistance.
 7. Expedite their departure.
- B. Officers and members of the Department who come in contact with foreign nationals (not with diplomatic status) during a criminal investigation, traffic or other accident, routine traffic stop may, upon probable cause, issue a citation or make a full custody arrest. When a foreign national is detained beyond the length of a traffic stop or is taken into custody, the arresting Officer, his or her Supervisor, and the receiving Detention Center Supervisor on duty, collectively shall make sure that *in all cases* the requirements and procedures established and disseminated by the U.S. State Department are complied with in a timely manner. A copy of a "Foreign Nationals Manual"

shall be available in both the Detention Center and the Consolidated Dispatch Center. The Detention Administrator shall direct, each January, that the “Foreign Nationals Manual” be reviewed and updated in both locations. Further, the on-duty field Supervisor and/or the on-duty Detention Center Supervisor shall ensure that the following procedures are followed without delay:

1. The individual is advised of his or her right to have their consulate immediately notified, or notified at any time during their Detention.
2. The individual is advised and permitted to have access to their consul or their representative upon their arrival at the Detention Center and presentation of proof of their position and authority. They are entitled to provide appropriate consulate assistance to their citizen.
3. Unless as required in IV. B. 5. of this General Order, the individual arrested shall have the option of whether or not to notify their consulate. Such decision shall be witnessed and documented in the individual’s file. (See also IV. B. 5. of this General Order).
4. If such notification is requested by the detained or arrested foreign national, such notification shall be made without undue delay and within one (1) hour of their arrival at the Police station or the Detention Center.
5. Some countries require, under law and treaty, that their consulate be notified without delay of the arrest or Detention of any citizen of their country, whether or not the individual wants such notification. In such case, the notification is mandatory and shall be made without delay. In such case the individual shall be advised of the required notification. **In no instance shall the fact that the individual being detained or under arrest is asking for or has applied for political asylum be disclosed to their consulate.** A list of such countries is contained in the “Foreign Nationals Manual” and is also available on the Internet under the State Department’s web page
 - i. (<http://www.state.gov/m/a/dir/regs/fam/>)
 - a. Sample notification forms in the appropriate language together with fax and telephone numbers are available at this site or through the US State Department.
6. In cases where the detained or arrested individual claims to be in fear of his or her country and seeks political asylum, the notification shall still be made but only after consultation with the US Attorney’s Office for New Mexico. Such consultation with the US Attorney’s Office shall be sought forthwith. (After business hours, the US Attorney’s Office can be contacted through the Federal Bureau of Investigation).

C. Deaths of Foreign Nationals

1. In all cases involving the death of a foreign national in United States, the nearest appropriate consulate shall be notified without delay by the on-duty field Supervisor.

D. Appointment of Guardians or Trustees for Foreign Nationals

1. It is the responsibility of the Court hearing any legal procedures involving a foreign national who is a minor or an adult lacking full mental competence to notify the nearest appropriate consulate however Officers and members of the Department are directed to assist the Court in making such notifications, if so requested.

E. Recordkeeping

1. All Officers and members of the Department shall carefully document every event involving a foreign national and place such documentation in the individual's file. Records shall reflect:
 - i. The date and time the individual was detained or arrested and when released.
 - ii. The date and time an individual claimed or was determined to be a foreign national.
 - iii. The date and time the foreign national was advised of his or her rights to consulate contact.
 - iv. The foreign national's choice as to either notifying or not notifying his or her consulate.
 - v. Compliance with notification requirements and, where possible, copies of faxes or telephone logs. If a confirmation receipt is sent by the consulate, it shall be kept in the individual's file.
 - vi. The dates, times and methods of contact with consulate representatives and other persons shall also be documented.
 - vii. All visits, meals, medical treatment, and access to other appropriate privileges and benefits shall also be duly recorded.

F. Duties of the Detention Administrator

1. The Detention Administrator shall direct that a list of all embassies and consulates be developed and maintained by the Consolidated Dispatch Center and the Detention Center. This list should be identical in each location and include addresses, telephone and fax numbers for each consulate and shall be updated during January of each year. Attached to the list, shall be directions on obtaining model notification forms in the language of the foreign national as well as in English. The forms, both in English and the appropriate language, shall be completed and faxed to the appropriate consulate as required in this General Order. If no response is received from the foreign consulate within seventy-two (72) hours, telephone contact shall be made. If unable to contact by telephone or fax, and there has been no response by the consulate, copies of the forms shall be made and mailed via overnight or next day delivery to the consulate's address. Copies of the forms and a log of all attempts to notify the consulate shall be kept and maintained in the individual's file. In addition, in cases where there is no response from the foreign consulate, the U.S. State Department's Office of Public Affairs and Policy Coordination for Consular Affairs in Washington, D.C., shall be notified immediately at 202-647-4415 or via fax at 202-736-7559.
2. The Detention Center shall maintain a means of access to the Advisement Forms recommended by the U.S. State Department and available on their web page (See IV. B. 5 above). Arrested or detained foreign nationals shall be advised of their rights, the appropriate forms will be completed and placed in their individual file.

Approved by:



Dino Sgambellone
Chief of Police

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329 Prison Rape Elimination Act			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:			

I. PURPOSE

To describe the method the Los Alamos County Police Department will use to coordinate all PREA (Prison Rape Elimination Act) inmate and staff and investigations.

II. POLICY

The Prison Rape Elimination Act (PREA) 2003 prohibits and seeks to eliminate sexual assaults and sexual misconduct in jail settings. Los Alamos County Police Department has a zero tolerance for sexual contact or sexual misconduct. Offenders who have consensual or nonconsensual sexual contact with another offender will be disciplined and referred for criminal prosecution. Employees who engage in sexual contact or sexual misconduct with offenders will be terminated from employment and referred for criminal prosecution.

III. DEFINITIONS

None at this time

IV. PROCEDURES

A. PREA coordinator

1. The Detention Administrator will appoint a PREA coordinator to be responsible for conducting or overseeing investigations into allegations of sexual misconduct or sexual assault. This individual will conduct only those investigations dealing with Los Alamos County Detention Center staff or inmates.
2. The incumbent in the position will report directly to the Detention Administrator.
3. An experienced Los Alamos County Detention Center employee will be selected to act as the Detention Center's PREA Coordinator. PREA coordinator will report to the Detention Administrator and will investigate assignments made by them. They will also initiate and develop cases from information arising from other sources.
4. The PREA Coordinator will be responsible for conducting inquiries and coordinating investigations involving outside Law Enforcement agencies to develop an improved base of intelligence information about illegal staff and inmate activity. PREA Coordinator will focus on gathering, analyzing and reporting information from investigations on the Detention Center Staff and inmates and assisting state and local Police and other officials with investigations concerning sexual misconduct and sexual assault relating to the Detention Center.
5. In the event of an incident of sexual assault or sexual misconduct Los Alamos County Detention Center will insure that counseling and medical treatment are provided in a timely fashion.

B. Records

1. The PREA Coordinator will develop a system of records that will enable the tracking of important investigative activities from inception to final disposition.
2. The record keeping system will be maintained in a secure location and will include records of all reported and suspected incidents and the individuals involved.

Approved by:



Dino Sgambellone
Chief of Police

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401 Animal Intake			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:			

I. PURPOSE

The purpose of this General Order is to establish guidelines and standard procedures for receiving animals into the Los Alamos County Animal Shelter.

II. POLICY

It is the policy of the Los Alamos County Police Department to provide care for animals that are picked up roaming within the County of Los Alamos, or that are given up for adoption by their owners who reside in Los Alamos County, or that are quarantined for any reason in the Los Alamos County Animal Shelter.

III. DEFINITIONS

None at this time.

IV. PROCEDURES

- A. The intake process for animals into the Shelter are (as applicable):
 1. Secure medical treatment for the animal, if needed.
 2. As soon as practical, the animal will be immunized, if needed.
 3. All animals taken into the shelter will be placed in a kennel.
 4. The animal will be given food and water.
 5. Conduct scan/search of animal for identifying microchip and/or tattoo as soon as possible.
 6. Cross reference any tag information to locate owners, and contact owners, if possible.
 7. Treat animal immediately if fleas and ticks are visible.
 8. Place information regarding the animal on the kennel where the animal is placed.
- B. The Animal Shelter RMS will be updated with every animal taken into the Shelter with the following information:
 1. Animal Shelter ID Number
 2. Date and time the animal was placed at the Shelter
 3. Case and/or Event Number
 4. Name of person receiving or taking the animal
 5. Description of animal to include:
 - a. Type or species of animal
 - b. Gender, if known
 - c. Breed, if known
 - d. Color(s)
 6. Location where animal was picked up roaming or where turned over to Animal Control
 7. Rabies and microchip information

8. Reason animal taken in
9. Name of animal's owner who turned it in and comments why the animal was turned in
10. Name of person who found animal and turned it in
11. Who sterilized the animal
12. Disposition of animal (Adopted, placed in Foster Care, Claimed by Owner)
13. Date of disposition
14. Name, address and phone number of the owner or person adopting or providing foster care
15. Fees charged/collected
16. Name of individual releasing the animal
17. Animals name, if known
18. Additional comments and information
19. Other system information as required

C. Non-domesticated Animals

1. Employees will handle non-domesticated animals in a safe and humane manner. If assistance is needed, an Officer may call upon the services of an exotic or wildlife organization to assist in handling the animal. All Federal and State protected species will be handled by the specific organizations with jurisdiction over said animal, unless authority is given by the Agency to Animal Control. Protected species will only be handled at the discretion of the Officer or Supervisor after receiving authority from the appropriate Agency.
2. If means are not available to house a non-domesticated animal, employees should take necessary steps to take care of the animal in place when practical.
3. If employees are unfamiliar with the steps to safely handle and care for non-domesticated animals, Supervisor guidance shall be sought.

D. Chemical Capture of Animals

1. If there is a need for utilizing chemical capture techniques and equipment and no employee has the proper training and equipment, another Department with proper training and equipment will be utilized.
2. The employee must complete an incident report that contains documentation pertaining to the procedure, including but not limited to medical observations and the situation that caused chemical capture to be the prudent course of action.

Approved by:



Dino Sgambellone
Chief of Police

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402 Adoption, Fostering, and Releasing of Animals from Animal Shelter			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:			

I. PURPOSE

The purpose of this General Order is to provide consistency and accountability for the release, adoption, and fostering of animals from the Los Alamos Animal Shelter.

II. POLICY

It is the policy of the Los Alamos County Police Department to release animals from the Los Alamos Animal Shelter by adoption, fostering, reclaimed, or transferred out of the Animal Shelter.

III. DEFINITIONS

None at this time.

IV. PROCEDURES

- A. Animals may be released from the shelter for the following circumstances after rabies tag information is obtained, if possible:
 1. Animal was reclaimed.
 2. Animal has been adopted.
 3. Animal has been transferred.
 4. Animal has been fostered.
 5. Animal has been euthanized.
- B. The following procedures will be followed when the owner claims an animal:
 1. A positive identification of the owner and the animal being claimed is made.
 2. Pick up, sterility, and boarding fees are collected if applicable.
 3. A reclaim agreement is signed by the owner.
 4. Citations issued, at the discretion of the Public Service Aide (PSA).
 5. The owner provides verification of current rabies vaccinations or may be issued a citation for failure to provide rabies vaccination.
 6. Receipts for all money transactions is/are issued by the attending PSA.
- C. Shelter fees can include:
 1. Pickup fees
 2. Boarding fees per day
 3. Veterinarian fees
 4. Sterility fees
 5. Adoption fees
 6. Medical service fees
 7. Other applicable fees

- D. Employees will issue numbered receipts so that fee transactions will be accountable. All fees collected will be turned into the County by the next business day.
- E. The following procedures will be followed for the adoption of animals from the Animal Shelter.
 - 1. Anyone adopting an animal from the shelter will be charged the adoption fee and other applicable fees, unless waived by the Chief of Police or designee.
 - 2. The employee, at their discretion, may refuse to allow an animal to be adopted if they believe the safety of the animal is in jeopardy, if there is reason to believe the individual would not properly care for the animal or has a known history of neglect or abuse, or if in the employee's opinion the animal placement would not be proper. Anyone under the age of eighteen may not adopt an animal.
 - 3. The proper adoption agreement shall be completed.
- F. The following procedures will be followed for any animal being fostered from the Los Alamos Animal Shelter.:
 - 1. An animal may be placed in a foster home, if the animal has been unclaimed, or not adopted within ten days or at any time for the medical or social benefit of the animal.
 - 2. A list of foster caregivers will be maintained and approved by the shelter staff.
 - 3. Volunteers may be asked to make foster arrangements, with final approval from the Shelter Staff.
 - 4. Prior to an animal being fostered, a foster contract will be completed and signed.
 - 5. The long term foster caregiver agrees not to return the animal to the shelter except when they can no longer care for the animal or upon request from shelter staff.

Approved by:



Dino Sgambellone
Chief of Police

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404 Shelter Animal Environment			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:			

I. PURPOSE

The purpose of this General Order is set standards for a safe and sanitary environment for animals, employees, volunteers and the public at the Animal Shelter.

II. POLICY

It is the policy of the Los Alamos County Police Department that the Animal Shelter will be maintained in a clean and sanitary condition. All animals at the shelter will be checked on, fed and watered daily. It is the policy of the Los Alamos County Police Department to seek or provide emergency medical care for injured or sick animals while in our care. This care will be provided in cooperation with local organizations capable of providing licensed veterinarian services.

III. DEFINITIONS

None at this time.

IV. PROCEDURES

A. Cleaning:

1. Housing Areas:

- i. Each day an employee or volunteer will clean and disinfect all kennels, dishes, beds, litter boxes and feeding dishes. The bedding will be washed as appropriate. Kennels will be spot cleaned throughout the day.
- ii. Outside exercise areas will be kept in a clean manner on a daily basis.

2. Portable kennels and carriers:

- i. After each use, each portable kennel or carrier will be disinfected and rinsed thoroughly with water.

3. Equipment/Facility:

- i. All equipment including vehicles, toys, restraints, bedding, and other gear will be kept clean and properly maintained.
- ii. The facility will be kept clean at all times by any means including sweeping, mopping, dusting, and trash removal.
- iii. Staff shall ensure, to the degree possible, conditions leading to vermin and insects will be addressed.

B. Feeding of animals

1. Upon intake of an animal into the shelter, the animal will be given an appropriate amount and type of food and a full bowl of water.
2. All animals housed in the shelter will be given fresh food and water on a daily basis, unless prescribed by a veterinarian.
3. Animals will not be given any food that has not been approved by shelter staff.
4. All animals will be fed dry food, unless prescribed otherwise by a veterinarian or shelter staff.
5. All food will be kept in enclosed containers.

Approved by:



Dino Sgambellone
Chief of Police

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405 Limits of Authority			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:			

I. PURPOSE

The purpose of this General Order is to establish guidelines regarding the limits of authority and discretionary powers of Public Service Aides (PSA's).

II. POLICY

It is the policy of the Los Alamos County Police Department to provide fair and unbiased animal enforcement services to the citizens of Los Alamos County.

III. DEFINITIONS: None at this time.

IV. PROCEDURES

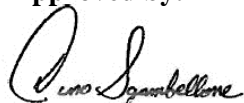
A. Limits of Authority:

1. PSAs of the Department have the authority to enforce the laws of the State of New Mexico, and the County of Los Alamos, in regard to animals. Such authority is limited by Department, County Charter, County Ordinance, New Mexico State Statute laws, and the U.S. Constitution.

B. Discretion:

1. One of the most critical aspects of the use of enforcement authority is in the area of discretion. The use of discretion can be a highly successful tool to resolve problems and conflicts, but only if used properly. If used incorrectly by employees, it possibly becomes an instrument of unprofessional, unethical, or illegal conduct.
2. PSAs differentiate between the effects of enforcement on community relations, the effectiveness and efficiency of the overall operation, and their role in society.
3. PSAs are allowed the use of discretion in many areas. For instance, whether or not to charge for minor violations, or release with a warning, or to settle minor disputes.
4. The Department recognizes limitations when using discretion. PSAs do not have any discretion when given a lawful order, when dealing with compliance to Department policy or when specific laws mandate actions. PSAs should confer with Supervisors when faced with discretionary situations that require assistance.

Approved by:



Dino Sgambellone
Chief of Police

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406 Disposal of Dead Animals			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:			

I. PURPOSE

The purpose of this General Order is to establish procedures concerning the disposal of dead animals so as to avoid contamination of facility, equipment, live animals, and humans with diseases transmitted from animal carcasses.

II. POLICY

It is the policy of the Los Alamos County Police Department to dispose of dead animals in a safe manner to avoid contamination of live animals and humans with diseases transmitted from animal carcasses.

III. DEFINITIONS: None at this time.

IV. PROCEDURES

A. General handling of all dead animals.

1. The animal's carcass should be picked up using a shovel or snake tongs.
2. The carcass should be placed in a plastic bag, and the bag tightly tied.
3. If fleas or ticks are seen, a flea powder should be spread over the dead animal and left for a short time. The employee will then return to pick up the dead animal and dispose of it.
4. The employee should wear proper protective attire while handling all dead animals.
5. The dead animal will be placed in an empty compartment in the animal control truck.
6. All dead animals will be properly disposed of and examined if necessary.

B. Domestic Animals

1. In the event that a domestic animal is found or reported dead outside of its owner's residence, every effort shall be made to notify the owner of the animal to come to the scene and dispose of their animal. If the owner cannot be located within a reasonable period of time, the animal will be placed in a plastic bag and transported to the Los Alamos County Landfill or to veterinary clinic for examination/disposal.
2. A case will be assigned and a report taken for animal at large. Appropriate citations to the owner may be issued at the discretion of the Officer.

C. Livestock

1. In the event that a large animal (livestock) is found or reported dead, the animal's owner should be identified and notified.

2. The Parks and Recreation division can be contacted to assist with the removal of the animal at the request of the owner.
3. The County landfill should be notified prior to transport, so that burial preparations can be made.
4. A case should be assigned and a report taken describing the circumstances of the animal's death.
5. At the owner's request, or in the event that the owner cannot be contacted, the animal will be transported to the Los Alamos County Transfer Station, where it will be disposed of. The Transfer Station fees will be the responsibility of the owner.

D. Wildlife

1. In the event a big game animal, such as deer, elk, bear, mountain lion, or turkey, is found or reported dead, the New Mexico Department of Game and Fish will be notified, or Tribal authorities if on Tribal land.
2. If the animal is in an area in which it is creating a hazard for traffic, the animal should be immediately moved to a safe area, until the arrival of the Game and Fish Officer.
3. In the event that a small animal, such as a rabbit, squirrel, skunk, mouse, bird or other such animal, is found or reported dead, the Officer will pick up and properly dispose of the animal.
4. The same safety precautions as described above, for general handling of dead animals, should be taken when dealing with these dead animals.

Approved by:



Dino Sgambellone
Chief of Police

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409 Animal Trapping and Relocation			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	June 15, 2017
Related CALEA Standards:			

477

I. PURPOSE

The purpose of this General Order is to try to prevent animals from creating a health hazard, causing any destruction to property or becoming a nuisance to the public.

II. POLICY

It is the policy of the Los Alamos County Police Department to attempt the humane trapping and transport of domestic animals as well as to trap, transport and relocate unprotected species of wild animals so as to try and assure the safety of the public as well as the animal.

IV. PROCEDURES

A. The following procedures will be followed for trapping animals:

1. Upon the availability of the proper trap, a PSA will place a trap at a business or residence upon the request of the resident.
2. Upon the successful trapping of the target animal(s), the PSA will relocate the animal, unless the animal is sick or otherwise restricted from relocation.
3. If there are additional animals needing to be trapped, the PSA will return the trap and attempt to trap additional animals.
4. If a trap has been set and an animal has not been trapped in a one -week period, the PSA may recover the trap.
5. In the event that other residents are waiting for a trap to become available no one trap will remain at a location for more than a one -week period.
6. Residents requesting trapping services will be responsible for monitoring the trap and notifying the Public Service Aids when an animal has been trapped.
7. Traps will not be left at a residence in which the resident will be out of town.
8. Residents using their own traps are responsible for relocation and release of trapped animals.

Approved by:



Dino Sgambellone
Chief of Police

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410 Euthanasia			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:			

I. PURPOSE

The purpose of this general Order is to establish guidelines to determine which animals and at what point a decision is made to euthanize the animal and to ensure that animals needing to be euthanized are done so in a humane manner.

II. POLICY

It is the policy of the Los Alamos County Police Department to euthanize animals that are determined to be un-adoptable, have a serious illness, have a serious/life-threatening injury, or are determined to be dangerous.

IV. DEFINITIONS: None at this time.

IV. PROCEDURES

- A. All attempts will be made to place all healthy sociable animals in good homes by means of adoption or foster care. Animals that cannot be placed because of illness, injury, or that are determined to be dangerous may be euthanized. When an animal is to be euthanized, the following procedures will take place:
 1. In Shelter:
 - i. Shelter volunteers may be notified prior to the scheduling the euthanasia to ensure last minute accommodations have not been found for the animal.
 - ii. Approval will be obtained from the Chief of Police or designee.
 - iii. An appointment will be made with a local veterinarian.
 - iv. The animal will be transported to the veterinarian and euthanized by the veterinarian.
 - v. The carcass of animal will be placed in double plastic bags and transported to the landfill or cremated by the veterinary clinic and disposed of, or returned to the owner if requested.
 - vi. A Chief's Report shall be completed.
 2. Out of Shelter:
 - i. During emergency situations, animals will be humanely euthanized. The Officer shall notify the CDC prior to firing their weapon. The officer shall notify proper authorities, will properly dispose of the carcass, and complete a Chief's Report.

Approved by:



Dino Sgambellone
Chief of Police

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412 Volunteer Shelter Programs			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:			

I. PURPOSE

The purpose of this General Order is to establish guidelines and procedures to enhance the quality of life for animals housed in the Los Alamos County Animal Shelter (Shelter); to find proper homes for all adoptable animals at the shelter; and to educate the public on responsible pet ownership.

II. POLICY

It is the policy of the Los Alamos County Police Department to utilize the efforts of the members of the Volunteer Shelter Program (VSP) for the benefit of the animals housed at the Shelter.

III. DEFINITIONS

Volunteer Shelter Program Members – means individuals at least eighteen (18) years of age that have signed a waiver of liability who without compensation or expectation of compensation, performs tasks at the direction of the Department or on behalf of the County of Los Alamos; or Individuals sixteen (16) to eighteen to (18) years of age that have signed a waiver of responsibility which is co-signed by their parent or legal guardian who without compensation or expectation of compensation, performs tasks at the direction of the Department or on behalf of the County of Los Alamos; parents must also sign a waiver of liability; or individuals under sixteen (16) years of age accompanied by a parent or legal guardian who have signed a waiver who without compensation or expectation of compensation, performs tasks at the direction of the Department or on behalf of the County of Los Alamos. The designation of intern may be applied to some volunteers at the discretion of shelter staff. Volunteers are not considered employees of Los Alamos County.

Short Term Volunteer- must meet the same requirements as VSP members but the term of volunteering is 60 Days or less.

IV. PROCEDURES

- A. All Volunteers must be approved by the County prior to volunteering at the Shelter.
- B. Volunteer screening. All Volunteers must successfully complete the following:
 1. Complete and submit an application form approved by County, and demonstrate an ability to be around animals.
 2. Receive, read and comply with relevant County policies and procedure manuals. Volunteers must sign and submit an acknowledgment and waiver form
- A. As requested by the Department, Volunteers may assist the Shelter staff with the following functions:
 1. Welfare of the animals;
 2. Provide supplies and care for the animals to enhance their quality of life;
 3. Provide additional care for special needs animals such as those needing extended medical care; or special diets

4. Socialization and obedience training;
5. Grooming of animals;
6. Promote the Shelter and assist in animal adoptions;
7. Transportation of animals to other shelters, animal rescue groups and new owners;
8. Pet education programs;
9. Provide the public with educational information on responsible pet ownership, training and grooming;
10. Provide new VSP members with training and animal handling, behavior assessment and grooming; and
11. Offer clinics for the public on various other animal related topics of public interest.

B. Approval of Short term volunteers

1. Shelter Staff may approve the use of short term volunteers at their discretion. Short term volunteers may typically include community service, Detainee's, and Interns.
 - i. Upon Department approval, the volunteer must sign a liability waiver. If, at any time, the volunteer is unable or unwilling to follow directives, Shelter Staff may remove them from volunteer status.

C. Department Standards for Volunteers

1. Sign In & Out. When reporting to the Shelter or a Shelter sponsored event, Volunteers must sign in/out on the Volunteer Sign-in Sheet.
2. Reporting an Accident or Incident. All accidents, injuries, illnesses, and near-misses must be reported immediately to the Shelter Manager or Chief of Police whether they are related to an animal or not. An incident form **MUST** be filled out (animal or non-animal related) and both the Shelter Manager or Chief of Police and the injured person must sign the completed form.
3. Volunteers shall comply with all County policies and rules relating to the Shelter and animals at the Shelter.
4. Volunteers must acknowledge and remember that the County has final say in all situations regarding the shelter and the animals impounded therein. Foster animals are property of the County Animal Shelter. All policies and established shelter procedures and requests from the County Animal Shelter must be strictly followed.
5. Confidentiality. Volunteers may have access to records, staff discussions, and other information that may be confidential. Volunteers are not permitted to share such information with others, doing so could result in volunteer status being withdrawn.
6. Professionalism. Volunteers must always maintain a professional and courteous demeanor with customers, staff, as well as with other volunteers. Volunteers shall not report for duty at the Shelter or any Shelter sponsored event while under the influence of alcohol or drugs. Volunteers should educate themselves about the effects of prescription and nonprescription medications which may impair the ability to perform Volunteer work safely. Violence, threats, harassment, intimidation, and other disruptive behavior in the Shelter or County perpetrated by Volunteers, customers, co-workers, family, friends, or others doing business for or with County will not be tolerated. Any incident of threat or acts of physical violence witnessed shall be reported.

7. Visitors. Volunteers may not bring friends or children to the Shelter during their scheduled volunteer hours.
8. Media. Volunteers are not permitted to speak to the Media on behalf of the County Animal Shelter and must refer Media personnel to the County Animal Shelter Manager, or County Manager's Office.

D. Shelter Access Outside Normal Hours.

1. Access to the Shelter is prohibited for Volunteers unless prior approval in writing is granted by the Shelter Manager or Police Chief or designee. Outside normal hours' access is only granted under the following conditions:
 - i. The purpose of requesting after-hours access is for volunteer activities that cannot be performed or completed during regular Shelter hours. Volunteers may not use after-hours access for personal business or activities.
 - ii. A written request must be submitted and contain the names of those Volunteers seeking access outside normal hours, the purpose of their after-hours activities, and the reason why these activities cannot occur during normal hours.
 - iii. Volunteering outside normal hours without County staff member present is generally not permitted, but may be addressed on a case-by-case basis.
 - iv. If permission for after-hours access is granted, Volunteers agree to the following rules and expectations:
 - a. Entry doors may NOT be left open or ajar.
 - b. Only the approved individuals may be present in the approved areas.
 - c. The last person that leaves the Shelter must notify the Police Department Dispatch that they have vacated the Shelter.
 - d. All rules, restrictions, and directions received by the Shelter Manager, Police Chief or designee.
2. Those approved to be in the Shelter outside normal hours should limit their presence to their assigned area.

Those with approved access before the Shelter has opened or after the Shelter has already closed may contact the Police Department for Shelter access.

Approved by:


Dino Sgambellone
Chief of Police

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501 CDC Radio Procedures			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	81.1.2, 81.2.4		

I. PURPOSE

It is the purpose of this General Order to specify acceptable and unacceptable radio procedures.

II. POLICY

- A. It is the policy of the Los Alamos County Police Department that all members operate the radio system in a legal and professional manner at all times. Unlawful and unacceptable use of the radio is never permitted and violations shall be reported by any and all members of the Department to their Supervisor
- B. It is the policy of the Department to keep radio traffic to a minimum and restricted for official business only. Unnecessary use of the radio system and air time is not permitted.

III. DEFINITIONS

BOLO – Be On the Look Out. Signifies that a subject, vehicle, or item is of interest to a Law Enforcement Agency for any of a variety of reasons.

Computer Aided Dispatch (CAD). The computer system used by the CDC to track calls for service/events and unit locations.

Federal Communications Commission (FCC). The FCC is charged by law to license, regulate, monitor and enforce all licensing and radio communication operations.

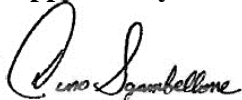
Radio System – means the radio network and equipment used by the Department for members to communicate official Police business with one another.

IV. PROCEDURES

- A. All radio operations will be conducted in accordance with Federal Communications Commission (FCC) procedures and requirements. All radio operations will be conducted in order to maintain licenses. (81.1.2)
 1. The CDC is the base station for Public Safety radio communications in Los Alamos County. The CDC has the following call sign and shall be referred to as, “Los Alamos” for Los Alamos Police Department for all radio transmissions. The CDC may be identified as other call signs for other Departments they serve.
 - i. The CDC has the capability to communicate via radio to other agencies. This is done by “patching” other agencies to unassigned radios frequencies in the CDC. (81.2.4 (d))
 2. All Officers and personnel assigned to the Department will be assigned call signs. Call signs will be the badge number, or other designator, assigned by the Chief of Police. Officers will be under the coding “LA”. Detention Staff will be coded “Union”, Public Service Aides will be coded “Raven”, Administrative Support Staff will be coded “Mary”, Dispatchers will be coded as “Dispatcher”, Chaplains will be coded as “Chaplain”, and other Department units will be coded as specified by the Chief of Police. (81.2.4 (c))
 3. Unit numbers will be read as whole numbers with their appropriate call sign.

4. Radio calls will begin with the call sign of the station, unit or individual being called followed by the call sign of the caller. The calling unit will wait for a response from the called unit before transmitting any information or assignments.
5. The use of personal names in lieu of the call sign is not permitted. Names and titles of third parties are permitted.
6. All urgent/emergency traffic or in-progress calls will be dispatched immediately.
7. BOLOs with all pertinent information will be given out to field units as soon as possible after information has been received by the CDC.
8. All radio transmissions shall be professional and contain only official business. Units calling the CDC via radio shall wait to be acknowledged by the Dispatcher before transmitting their traffic. Field units having "Emergency Traffic" will advise so at the time of their initial call to the CDC.
9. Personnel shall take all appropriate steps to prevent background noise, such as AM/FM radio transmissions, from being broadcast through the Department's radio system.
10. The Los Alamos County Police Department, in compliance with federal and state directives, shall only use plain language. Use of any other radio "codes" or "signals" are not permitted unless deemed necessary by the Chief of Police.
11. Incorrect or improper radio procedure includes, but is not limited to, the following:
 - i. Transmitting unnecessary or needless signals, messages or communications of any kind.
 - ii. Use of profane, indecent, obscene, unprofessional or derogatory language.
 - iii. Willfully damaging or permitting damage to any radio equipment.
 - iv. Causing unlawful or malicious interference with any radio communication.
 - v. Intercepting, re-broadcasting, using or publishing the contents of any radio message without the permission of the Chief of Police or his or her designee.
 - vi. Making any unnecessary, unidentified or improperly identified transmissions.
 - vii. Making any unauthorized adjustments, repairs or alterations whatsoever to any component of the Department's radio system. (It is required by law that only properly trained, certified, and authorized radio technicians make adjustments or repairs).
 - viii. Transmitting a call signal, letters or numbers that have not been assigned to the radio system by competent authority.
 - ix. Denying a properly identified representative of the Federal Communications Commission access to radio equipment for the purpose of inspection. The equipment is to be made available at any reasonable hour.

Approved by:



Dino Sgambellone
Chief of Police

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502 CDC Quality Assurance/ Handling of Complaints			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:			

I. PURPOSE

The purpose of this General Order is to outline the process for resolving public safety communications problems and issues relating to procedures, equipment or personnel.

II. POLICY

It is the policy of all Los Alamos County Police Department employees will act professionally at all times when utilizing any of the County's communications systems.

III. DEFINITIONS

Complaint Forms – the proper forms to be used for the purpose of filing a complaint on any Police, Fire, EMS or CDC personnel by other Police, Fire, EMS or CDC personnel are located in the Forms and Reports Manual.

COMMUNICATIONS SYSTEMS – means any radio, computer, telephone or other communications systems, devices, equipment or methods, or parts thereof, provided by the County.

CDC Oversight Committee – The CDC Oversight Committee consists of the following:

1. The CDC Manager
2. Public Safety Administrators (Fire Chief or Deputy Fire Chief, Emergency Medical Services Division Chief, Police Chief or Deputy Chief, Emergency Manager Commander and Medical Director)
3. Representative from Information Management

IV. PROCEDURES

1. When incidents or events occur resulting in problems or concerns with policies, procedures, equipment and/or personnel in any of the agencies listed in this General Order, they shall be forwarded via the appropriate chain of command for said Department.
2. If the Department believes the matter should be resolved internally (that is, within the Department), the appropriate Commander, or Supervisor shall address the problem within his or her organization. If the Department believes the matter needs to be addressed through another chain of command, it shall be forwarded to the appropriate chain of command in that organization for investigation, action, disposition and response as deemed appropriate.
3. All complaints shall be forwarded to the appropriate Department as soon as possible so that an investigation into the event can be initiated immediately and any corrective action(s) can be taken in an expedient manner.
4. Complaints or concerns received by the CDC Manager or Dispatch Shift Supervisor shall be logged for reference, investigation, action and disposition. This will assist in the identification

of persistent or recurring policy, procedural, equipment and/or personnel problems so that appropriate action(s) can be taken.

5. CDC Dispatchers and Shift Supervisors shall never enter into debates or arguments with any field units, field Supervisors or field commanders on the radio, telephone, via computer, or in person regardless of the provocation. Complaints involving Dispatchers may be addressed by Shift Supervisors with documentation forwarded to the CDC Manager for review. If the complaint involves a Dispatch Shift Supervisor, the complaint will be investigated by the CDC Manager. All information will be forwarded to the CDC Manager.
6. The responsibility for resolving all complaints rests with the Dispatch Shift Supervisors, CDC Manager, Emergency Management Commander, Deputy Chief, or Chief.

Approved by:



Dino Sgambellone
Chief of Police

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503 Staffing CDC Personnel			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:			

I. PURPOSE

The purpose of this General Order is to specify the staffing levels of the Consolidated Dispatch Center (CDC). It will also establish the procedure for assignment of personnel in the Consolidated Dispatch Center (CDC) to work beyond the scheduled times in the event another Dispatcher is absent from duty due to illness, Court, training, or scheduled leave.

II. POLICY

It is the policy of the Los Alamos County Police Department to maintain optimum levels of personnel to meet the needs and demands necessary to fulfill the mission of the CDC on a twenty-four hours per day basis throughout the year. A minimum of two (2) Dispatchers on duty at all times. Untrained personnel shall not be considered as qualified to meet this staffing standard.

III. DEFINITIONS

DISPATCHER – means a person who has successfully completed the training requirements for the CDC and has been released from the training program to fulfill the responsibilities of a Dispatcher. A Dispatcher must also successfully complete the New Mexico Law Enforcement Academy for Public Safety Telecommunicator.

DISPATCH SHIFT SUPERVISOR – means a person designated to supervise a shift and/or provide training coordination.

EMD – Emergency Medical Dispatcher – means a person who has successfully completed the training requirements and has been licensed with the State of New Mexico Department of Health.

RANK – refers to the hierarchy of authority and responsibility. In descending order, the ranks in the CDC are as follows:

1. Emergency Management Commander
2. CDC Manager
3. Dispatch Shift Supervisor
4. Dispatcher II
5. Dispatcher I

SENIORITY – means the order in which personnel were hired.

STAFF – means the number of personnel and their various ranks, titles and positions assigned to a Bureau, Section, Unit or sub-unit of the Department. The current number of personnel allocated to the CDC and their titles are as follows: CDC Manager, Dispatch Shift Supervisor, and Dispatchers. Dispatchers include the various levels of Dispatcher I and II.

IV. PROCEDURES

- A. The number and type of personnel assigned to the CDC is determined by the Chief of Police.
- B. The CDC will have a minimum of two (2) Dispatchers on duty at all times, one of which has to be an EMD.

C. Sick Leave

1. In the event that a Dispatcher calls in sick and causes the shift to go below minimum, the following steps shall be followed:
 - i. First, on-duty Dispatchers will be given the opportunity to cover the shift.
 - ii. Second, the relieving Dispatchers will be given the opportunity to cover the gaps in coverage.
 - iii. Third, the off duty shifts will be given the opportunity to cover the shift.
 - iv. Dispatchers will be called until one is located to cover the shift.
 - v. In the event that a Dispatcher cannot be located to cover a shift, the Shift Supervisor or designee will advise the CDC Manager and the on-duty Shift Commander of the situation.

D. Annual Leave

1. Will only be approved for the posted work schedule.
2. Leave will be approved by the Dispatch Shift Supervisor or the CDC Manager and with advance notice.
3. Leave will be approved on a first-come first-serve basis.
4. If the request for annual leave will drop the shift below minimum, it will be the responsibility of the Dispatcher to locate coverage if allowed by the Dispatch Shift Supervisor or CDC Manager.

- E. Should a Dispatcher be scheduled for an approved, extended leave, the Dispatch Shift Supervisor or CDC Manager may arrange for another Dispatcher's scheduled shift to be adjusted to meet the staffing needs of the CDC.

Approved by:



Dino Sgambellone
Chief of Police

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504 Clearing Radio Channels			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	81.2.4		

I. PURPOSE

The purpose of this General Order is to establish guidelines for clearing radio channels for emergency traffic by Consolidated Dispatch Center (CDC) personnel.

II. POLICY

It is the policy of the Los Alamos County Police Department and the CDC to keep all radio frequencies clear for the transmission of official and emergency communications from Officers in the field and for emergency calls for service received in the CDC.

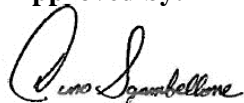
III. DEFINITIONS

Emergency Traffic – means any radio communication involving a serious situation or notice of a high priority call such as an Officer calling for help, a pursuit, a felony in-progress call or a tactical situation.

IV. PROCEDURES

- A. CDC personnel shall immediately and automatically clear a radio channel or frequency under the following emergency circumstances: (81.2.4 (g))
 1. Officer requests needs help
 2. Pursuits
 3. Tactical Operations Emergency situations
 4. Any emergency requiring restricted radio traffic
- B. CDC personnel will clear and restrict the channel upon the request of any field unit. Upon clearing and restricting a channel, CDC personnel will confirm with the on-duty Shift Commander that he or she is aware that a channel has been cleared and restricted and that he or she is aware of the situation causing the action.
- C. During the time a channel or frequency has been cleared and restricted, units not directly involved shall be directed to an alternate channel for normal and non-emergency radio traffic.
- D. At the conclusion of the emergency situation that required the clearing and restricting of a radio channel, CDC personnel shall re-open the channel when so advised by the on-scene or Shift Commander. Upon being advised the cleared/restricted channel is to be re-opened to normal traffic, CDC personnel shall contact all units operating on other channel(s) and advise them to return to their normal radio channel and resume traffic.

Approved by:



Dino Sgambellone
Chief of Police

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505 Dispatching Police Units Outside of Los Alamos County			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:			

I. PURPOSE

The purpose of this General Order is to establish guidelines for the dispatching of Police units outside of Los Alamos County.

II. POLICY

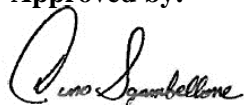
It is the policy of the Los Alamos County Police Department to respond to emergency situations located outside of Los Alamos County when so requested by other Law Enforcement agencies, when an emergency situation has occurred close to Los Alamos County and other Law Enforcement agencies are not on scene, or when jurisdictional lines are questionable.

III. DEFINITIONS: None at this time.

IV. PROCEDURES

- A. The following types of calls are indicative of those situations where units may be dispatched to locations outside of Los Alamos County:
 1. Any calls involving injuries or the threat to life.
 2. Any traffic accident or situation that blocks traffic entering or leaving Los Alamos County.
 3. Upon the request for assistance from any Law Enforcement Agency.
- B. The on-duty Shift Commander will be notified when CDC personnel dispatch units outside of Los Alamos County. CDC personnel shall then immediately notify the proper Law Enforcement Agency to advise them of the situation and to ascertain an estimated time of arrival on the scene by their responders.
- C. CDC personnel in doubt as to whether or not to send units outside of the County shall contact the on-duty Shift Commander and defer to his or her decision.
- D. The dispatch of all units outside of the County shall be documented in the CAD system by CDC personnel and include the nature of the call; its location; responding units; the name of the on-duty Shift Commander notified and the date and time of the notification. Further included in the CAD entry will be the name of the Department notified, the individual notified, the date and time of such notification.

Approved by:



Dino Sgambellone
Chief of Police

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507 General Responsibilities of Dispatchers			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	81.2.1, 81.2.2, 81.2.5, 81.2.7		

I. PURPOSE

The purpose of this General Order is to set forth the daily expectations and responsibilities of all Dispatchers. This list is illustrative and is not all-inclusive. It may be added to from time-to-time either by oral or by written directive, memorandum or other official communication. In so doing, all personnel will have knowledge of what is expected so efforts can be properly directed toward accomplishing the CDC Mission.

II. POLICY

It is the policy of the Los Alamos County Police Department that all Dispatchers shall comply with the expectations, duties and responsibilities outlined or specified in this General Order.

III. DEFINITIONS: None at this time

IV. PROCEDURES

- A. The CDC shall be under the direct command of the CDC Manager who reports to the Emergency Management Bureau Commander. The CDC Manager shall assume responsibility for all operations, activities and management of the CDC. These include taking appropriate steps to recruit, hire and train the allotted number of personnel pursuant to County Policy. The CDC Manager shall take all appropriate and authorized steps to direct the CDC towards the accomplishment of the CDC's mission. Such steps include planning, organization, directing, coordinating, budgeting, staffing and reporting to higher authority.
 1. The CDC Manager shall maintain copies of all laws, rules, regulations, memorandum, directives, lawful orders, official communications, policies and procedures as well as a system that is readily available to all CDC personnel that provides information concerning amendments to any pertinent laws, new directives orders, policies procedures, etc.
 2. The Dispatch Shift Supervisors shall be responsible for the day-to-day supervision and operations of the CDC.
 - i. The Dispatch Shift Supervisors shall be responsible for the scheduling of all Dispatchers to assure that adequate staff is on duty for each shift and to allow for coverage when personnel are off sick, injured, days off, vacation, training, testifying in Court, or other approved absence.
 - ii. Shift Supervisors may be assigned to assist the CDC Manager with various projects and assignments that contribute to the smooth operation of the CDC and enhance service delivery to the public and the various agencies involved in the delivery of services.
 3. A Dispatch Shift Supervisor may be assigned as the CDC Training Coordinator and shall coordinate the training of all Dispatchers and assure the training meets all State, County, Police and Fire Department requirements.
 - i. The CDC Training coordinator shall secure a copy of all training certifications and keep them on file at the CDC. He or she shall periodically review the individual Dispatchers' training files and take all necessary steps to assure that certifications are current and not

in danger of expiration. This file shall also contain a copy of each individual's valid State of New Mexico driver's license.

B. Upon arriving for duty, all Dispatchers shall:

1. Report for duty on time and fully prepared to perform all duties and responsibilities immediately at the beginning of their shift.
2. Obtain a briefing of all pending calls, equipment issues and current calls for service from personnel going off-duty.
3. Check to make sure that all equipment is working properly or any issues have been reported to the Dispatch Shift Supervisor or the CDC Manager.
4. Check for and read all county and Dispatch related e-mails at the beginning of the shift.
5. Check for any messages relating to installations, maintenance or repairs to equipment and facilities.
6. Check for any messages relating to guests, visitors or tours.

C. Duty hours: The CDC operates on a 24-hour basis to provide an emergency call service and to provide continuous two-way communication capability between the CDC and Officers on duty. During duty hours, Dispatchers shall: (81.2.1) (81.2.2)

1. Stay alert and awake for the entire tour of duty.
2. Answer all 9-1-1 and telephone calls immediately. The Department will ensure that toll free telephone access is provided for emergency calls (877-261-4090). (81.2.1)
 - i. The Department maintains a published non-emergency 10-digit call for service line to separate emergency from non-emergency calls. (81.3.3)
 - ii. The CDC phone system is designed to route emergency calls with a higher priority than non-emergency calls. (81.3.3)
3. The CDC Dispatcher will serve as the designated 24-hour contact point for victim/witness requests for information and/or services. (81.2.7)
 - i. The CDC will provide direct access numbers or cause the transfer of the caller to the appropriate resource(s), to include, but not limited to:
 - a. 24-hour Police response
 - b. 24-hour emergency fire response;
 - c. 24-hour Emergency Medical Service (EMS)
 - d. Victim/Witness Advocates and/or Support Groups
 - e. Help lines
4. Immediately enter all calls for service into CAD.
5. Dispatch all calls for service promptly and advise the Shift Commander of all calls pending, priority calls and unusual occurrences, events or information that may be pertinent to field operations.
6. Regularly check for, and be alert to, new information that may come to their attention by teletype, telephone, radio, e-mail, TTY, the various computer systems in the CDC, or any other mode of communication that may affect the CDC, field operations, the Police or Fire

Departments or the County as a whole and promptly make all appropriate notifications either by radio, e-mail, telephone or as may be most appropriate.

7. Report all radio, telephone, CAD, NMLETS/NCIC, monitor(s), camera(s), door controls, E 9-1-1, desk-console, furniture and facilities problems to the appropriate personnel as soon as possible and notify the Dispatch Shift Supervisor.
8. File all stand-by lists in the appropriate Section of the Stand-By Book and destroy the old list once it is no longer valid.
9. Complete all Municipal, Magistrate and District Court requests in a timely manner and file correctly.
10. Review all incoming teletypes and respond to any if so required. Promptly and properly respond to Hit Confirmations, BOLOs and ATLs.
11. Administrative teletypes for the preceding day will be filed after midnight of each day. Teletypes that need to be shredded will be so destroyed after midnight of each day.
12. Complete all the necessary paperwork, logs and forms regarding the service of warrants.
13. Keep the CDC neat, clean and orderly at all times.

D. Departmental Resources (81.2.5)

1. Communications Personnel will have immediate access to the following Department resources.
 - i. Shift Commander – dispatch personnel shall be able to reach the Officer in charge by radio or phone. Phone numbers to the Officer in charge will be readily available at each Dispatcher work station. (81.2.5 (a))
 - ii. Duty Rosters – duty rosters for all Department personnel are provided for the CDC and shall be kept at each Dispatcher work station. (81.2.5 (b))
 - iii. Employee Listing – all Department personnel are to have correct phone numbers where they can be reached. These numbers will be kept up to date and in the Office of the Chief of Police. These numbers are available on the County Intranet under the Los Alamos Police Department. A copy of the current Employee Listing will be kept at each Dispatcher work station. (81.2.5 (c))
 - iv. Visual Maps – visual maps detailing the Departments service will be posted throughout the CDC within sight of each Dispatcher work station. Maps should include but are not limited to a Los Alamos County map with jurisdictional and area boundaries, area maps that show adjacent jurisdictions and overlapping service areas, Los Alamos National Labs TA-site maps and other maps as the CDC deems necessary. The CDC Computer Aided Dispatch (CAD) system also contains a detailed map of the area. (81.2.5 (d))
 - v. Officer Status – it is the responsibility of the CDC Dispatchers to accurately enter, maintain and update the status of the Officers on duty using the CAD system. Dispatchers shall remain aware at all times of the status of Officers, Detention staff and Public Service Aides on duty. (81.2.5 (e))
 - vi. External Resources – during emergencies there may be the need to procure external services. In the event of an emergency where external services are required, the CDC will have a list available at each Dispatcher work station, with the contact information

and services that can be provided. This list should include surrounding communication centers, Police and fire agencies. (81.2.5 (f))

- vii. Tactical Dispatch Plan – See **General Orders 211 – Command Staff Notifications** and **212 – Specialized Unit Call-Out Criteria**. (81.2.5 (g))

E. At the Conclusion of the Shift, Dispatchers Shall:

1. Make certain that the on-coming shift is briefed.
2. Make certain that all work is completed. If work must be passed on to the next shift, make sure they are briefed.

F. General Responsibilities

1. Report any low supplies to a Dispatch Shift Supervisor.
2. Be aware of shift schedules and assignments.
3. Turn in leave requests as early as possible upon locating coverage, if applicable.
4. Turn in time sheets prior to the end of the pay period with appropriate leave and OT slips as requested.
5. Be familiar with any new resource materials such as maps, equipment, policies, procedures, orders, directives, manuals, memos or other official communications.
6. Keep noise level down when radios and telephones are in use.
7. Pay attention to what other Dispatchers are doing.
8. Know where field personnel are and what they are doing for safety purposes.
9. Inform the Dispatch Shift Supervisor of any and all issues, problems and information relevant to the operation of the CDC.

G. General Rules of Conduct

1. It shall be the responsibility of each employee to clean his or her work area immediately prior to the completion of his or her shift.
2. With the specific permission of the Dispatch Shift Supervisor, and as conditions may allow, reading newspapers, periodicals, books and magazines, watching television, or other activity in the CDC is permitted so long as it does not interfere with the proper performance of duties. Any and all activity deemed inappropriate by the Dispatch Shift Supervisor, or CDC Manager is specifically not allowed.

Approved by:



Dino Sgambellone
Chief of Police

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509 Confidentiality of Records and Information			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	81.2.8		

I. PURPOSE

The purpose of this General Order is to outline the policy and procedures regarding the confidentiality of records and information in the Consolidated Dispatch Center (CDC).

II. POLICY

A. It is the policy of the Los Alamos County Police Department that:

1. Any and all records or information that CDC employees have access to are deemed Confidential and shall not be copied, distributed, released, discussed or otherwise disclosed to any unauthorized person(s) or organization(s).
2. Whenever CDC personnel have any doubt about the release of information, they shall treat it as Confidential and refer the inquiring party to a Shift Supervisor or the CDC Manager.
3. Use and release confidential information only for official business and as stated in the Los Alamos County's HIPAA policy.

III. DEFINITIONS

CONFIDENTIAL INFORMATION – means any restricted or sensitive information and includes, but is not limited to, security procedures; alarms; criminal information; crimes; criminal intelligence information; warrants; vehicle, suspect, witness or victim information; Court cases; personnel information; or any other type of information that could adversely affect any investigations, Court cases, or the safety or privacy of personnel.

UNAUTHORIZED PERSON(S) or ORGANIZATION(S) – means and includes all non-Law Enforcement or public safety personnel and agencies. It also includes all Law Enforcement and public safety personnel who do not have both a NEED and a LAWFUL RIGHT to the information.

PHI – Protected Health Information; any information about health status, provision of health care, or payment for health care that can be linked to an individual.

IV. PROCEDURES

A. Release of Information

1. The members of the CDC shall treat all confidential matters accordingly. Information regarding any/all official business shall not be disseminated to anyone other than those to whom it is legally intended and who have a legitimate right and need to know. Members having any doubts as to the release of information shall contact their Supervisor *prior* to its release.
2. CDC personnel shall not discuss situations or information accessed in the CDC, or in public places, with the general public or other unauthorized persons.
3. Employee information is not to be given out to anyone.
4. CDC personnel shall respect the privacy of all others.

5. Breach of confidentiality will not be tolerated and may result in reprimand or discipline action.
6. Resources and reference materials are not to be used for obtaining information to be used personally.

B. Emergency Medical Dispatching and Patient Confidentiality

1. Information regarding any and all medical dispatch calls shall be consistent with the County's HIPAA policy.
2. Information regarding any and all medical dispatch calls will only be discussed:
 - i. With the EMD's Shift Supervisor.
 - ii. With the CDC Manager.
 - iii. In Quality Improvement reviews and discussion.
 - iv. With the CDC's Medical Director.
 - v. Employees involved in the call.
3. Any CDC EMD who reveals any information outside of the above list will be subject to disciplinary action up to and including termination.
4. In accordance with State and Federal guidelines, when information is requested regarding Emergency Medical Service responses, it shall be treated as Protected Health Information (PHI) and we are only authorized to provide the number of patients, categories of patients and hospitals transported to.

C. Radio and Telephone procedures: (81.2.8)

1. The CDC will ensure that radio and telephone conversations are recorded and that an instant playback capability is accessible at all active dispatch work stations. The CDC Manager will be responsible for ensuring that all telephone and radio records are securely retained, including adequate electronic backup for a period of no less than one year. (81.2.8 (a))
2. The CDC Manager will be responsible for ensuring all telephone and radio records are securely and properly handled and stored. (81.2.8 (b))
3. The CDC Manager will ensure correct procedures are followed for reviewing recorded conversations. The CDC Manager will insure that an accurate and up to date log is kept for all audio recordings that are downloaded and released by the CDC. This log will include both internal and external requests for recordings. All requests for audio recordings must be approved the CDC Manager or the Emergency Management Commander. (81.2.8 (c))

Approved by:



Dino Sgambellone
Chief of Police

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Troy Hughes
Fire Chief

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Justin Lyell Hazen,
MD, FACEP
Medical Director

511 Relief after Traumatic Incidents			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:			

I. PURPOSE

The purpose of this General Order is to provide guidance in the relief of employees involved in traumatic incidents.

II. POLICY

It is the policy of the Los Alamos County Police Department that at the discretion of a Supervisor, and with the approval of higher authority, employees may be relieved of duty under the conditions listed in this General Order.

III. DEFINITIONS

TRAUMATIC INCIDENTS – shall include, but not be limited to, the following examples:

1. Serious injury or death of an employee's family member.
2. Involvement in a serious, life threatening, or other incident resulting in death or serious injury.
3. When a situation has required the lengthy or extensive involvement of an employee, such as a high-speed chase, felony in-progress call, Officer involved shooting, or other situation which would justify the relief.
4. Any situation in which, in the opinion of the Supervisor, the employee is believed to be too distraught to perform his or her duties.

RELIEF – means the temporary relief from duty (Administrative Leave with Pay). The concerned or involved employee's Supervisor may relieve them for up to one shift. The Chief of Police must be notified immediately of any and all relief. Any "relief" requiring more than one shift shall be approved by the Chief of Police. Any "relief" may be countermanded by a higher authority than the one granting the "relief."

IV. PROCEDURES

A. Relief from duty will be authorized:

1. Any time the employee handles a critical incident involving an on-duty employee's family, if the employee so requests such relief.
2. When an employee's involvement in a stressful situation has had a serious emotional affect that, in the opinion of a Supervisor, renders the employee unable to continue to carry out his or her duties. Such situations may include non-duty related stress such as family emergencies.

- B. Upon assessment of the situation and the possible need for relief due to the stress caused by a critical incident, the on-duty Shift Supervisor, may decide to relieve one or more employees, including the entire shift. The Supervisor shall contact employees and recall them to duty immediately. The Chain of Command shall be followed to arrange for the necessary relief.

- C. The Supervisor has the authority to relieve any employee at any time if in their opinion the employee is not able to perform the required duties of the position. Such relief shall be made in consultation with the Supervisor's Chain of Command. Whenever any employee is relieved, the individual authorizing such relief shall cause a complete and detailed report to include the names of the personnel involved, the nature of the incident causing the relief and all other pertinent circumstances to be completed before the end of the shift and forwarded to his or her Supervisor and Command Staff. The Chief of Police shall notify the Human Resources Department for any necessary actions.
- D. The Supervisor, shall arrange for a critical incident stress debriefing for any personnel involved in a situation where such debriefing would be deemed advisable or as requested by an employee.

Approved by:



Dino Sgambellone
Chief of Police

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512 Terrorism Alerts			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:			

I. PURPOSE

The purpose of this General Order is to direct the notification of specific personnel in response to Terrorism Alerts. This General Order is in addition to General Order 211 – Command Staff Notification and 513 – Emergency Management Notification.

II. POLICY

It is the policy of the Los Alamos County Police Department to notify the below listed personnel immediately whenever imminent threatening Terrorist information is received.

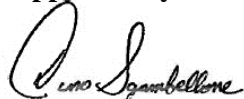
III. DEFINITIONS

Terrorist information –any information from a Federal Government Agency , State Department or other reliable and credible source in a position to provide such information in regard to terrorist activity. Information containing any direct threat to Los Alamos County, Los Alamos National Laboratory, or the immediate surrounding area shall cause the immediate activation and implementation of this and all other appropriate General Orders.

IV. PROCEDURES

- A. The CDC may receive communications from Federal or State agencies or other reliable and credible sources regarding Terrorism Alerts. These alerts may come in the form either a telephone call or a teletype. In the case of an alert indicating a higher threat level, the CDC personnel on-duty shall determine if the alert information indicates a threat may have direct or proximate relevance for Los Alamos County and is of such a nature that may or would cause implementation of the County's Emergency Plan or other immediate action by the Department, the below listed personnel shall be notified immediately. If the threat does not immediately impact Los Alamos County or the surrounding area, notifications shall be made as soon as possible if the listed personnel are on-duty or, if not on-duty, pursuant to the direction of the on-duty Supervisor.
 - i. Command Staff
 - ii. The Chief of the Fire Department
 - iii. The on-duty Shift Commander

Approved by:



Dino Sgambellone
Chief of Police

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513 Emergency Management Notification			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:			

I. PURPOSE

The purpose of this General Order is to outline the procedures to be used in notifying the Los Alamos County Emergency Management Commander. In order for the Office of Emergency Management to function at its fullest capability and to provide the citizens and public safety personnel of Los Alamos County with the best possible response to emergencies and disasters, it is necessary for the Emergency Management Commander to be notified as soon as possible during the situations listed in this General Order. See also, General Orders 512 -- Terrorism Alerts and General Order 211 – Command Staff Notification

II. POLICY

It is the policy of the Los Alamos County Police Department to contact the Emergency Management Commander as soon as possible during actual or pending emergencies that impact, or may impact, Los Alamos County and the safety and welfare of its citizens.

III. DEFINITIONS

DISASTER (major) – means any event or imminent threat that causes or threatens widespread or severe damage, injury, or loss of life or property resulting from a natural, technological, and/or national security incident, or other disasters or emergencies that exceed or may exceed the capabilities and resources of the State, County, or disaster relief organizations. NOTE: A disaster is of greater scope than an emergency.

EMERGENCY – means any event or occurrence for which, in the determination of the Situation Analysis Team (County Manager, Chief of Police, Fire Chief, Public Works Director, Utilities Manager or Emergency Management Commander), additional non-County resources are needed to supplement local efforts and capabilities to save lives, protect, provide for the public health and safety, and to lessen or avert the threat of a catastrophe. NOTE: An emergency is of less impact than a disaster.

IV. PROCEDURES

- A. The Emergency Management Bureau Commander for Los Alamos County shall be notified as soon as possible of any of the following situations in or around Los Alamos County:
 1. Severe weather (heavy rain, heavy snow, tornado, etc.);
 2. Flood advisories or dam failure;
 3. Acts of terrorism;
 4. Hazardous Materials incidents that result in significant disruption such as evacuations and extended road closures;
 5. Earthquake, avalanche or landslide;
 6. Major fires (wildfires, forest fires, brush fires, urban fires) in or around Los Alamos County;
 7. Civil Disorders (riot, protest, job actions, etc.);
 8. Airplane crash with injuries or deaths;

9. Power failure for an extended time period that covers a large area;
10. Any situation that is going to impact public health (multiple plague, rabies, bird flu, or any pandemic victims in or near Los Alamos County);
11. Any situation that is going to require special resources other than that which the Los Alamos Police or Fire Departments may use; or
12. Any situation that involves a large or significant portion of the County; or
13. Use of County Specialized Units by an outside Agency.

- B. The Emergency Management Commander shall be contacted as soon as possible via phone to his or her office, cell phone, home phone or by radio. Current contact information shall be maintained by the Consolidated Dispatch Center and be readily accessible at all times.

Approved by:



Dino Sgambellone
Chief of Police

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515 9-1-1 Calls			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	81.2.6, 81.2.12,		

I. PURPOSE

The purpose of this General Order is to outline the proper response to hang up or abandoned 9-1-1 calls.

II. POLICY

- A. It is the policy of the Los Alamos County Police Department to respond to all 9-1-1 calls in accordance to 10.6.2 NMAC as amended.
- B. Law Enforcement agencies are required to investigate all 9-1-1 hang up calls. Officers will be dispatched to all such calls to ascertain if emergency services are needed at the location or to take proper enforcement action to prevent false or accidental calls from that location in the future.
- C. All 9-1-1 calls will be properly documented and investigated in accordance with the procedures in this General Order.
- D. **Misdirected** or overload calls received on the enhanced 9-1-1 system will be transferred to the proper public safety Department without delay. (81.2.12)
 1. CDC personnel will offer to relay information for other misdirected emergency calls for service to the proper agency or may transfer the call to the proper agency.

III. DEFINITIONS

9-1-1 calls – are phone calls coming into the CDC that usually indicate that some emergency exists. Such calls are to be answered immediately so that appropriate emergency services can be dispatched and render aid.

Abandoned 9-1-1 calls -- are those calls where the call is disconnected prior to answering.

Open Line 9-1-1 calls -- are those calls that when answered have an open line with no voice response.

Hang Up 9-1-1 -- calls that when answered have a voice or sound on the line but are disconnected upon answering or shortly thereafter.

Wireless Device — any device able to call 911 that is not tied to a landline or stationary device, such as cell phones, iPods/iPads, tablets, etc.

IV. PROCEDURES

- A. CDC personnel shall attempt to answer all 9-1-1 calls immediately. At least ninety percent (90%) of all 9-1-1 calls will be answered within ten (10) seconds, and the remaining ten percent (10%)

of all 9-1-1 calls answered within twenty (20) seconds. Appropriate emergency personnel and equipment shall be dispatched immediately.

1. All 9-1-1 calls are to be answered with “Los Alamos 9-1-1, what is the address of the emergency?” The following questions, unless volunteered by the caller, shall be asked in the following order:
 - i. “What’s the phone number you’re calling from?”
 - ii. “What’s your name”?
 - iii. “Ok, tell me exactly what happened.”
 2. Based on the response to the final questions, the CDC personnel will classify the event as a call for service with entry into CAD.
 3. CDC personnel will use information provided by the caller and judge the characteristics of the call to determine whether an emergency or non-emergency response is required. (81.2.6 (a))
 4. CDC personnel, in responding to victim/witness calls for information or services, will inform the victim/witness of the Department's response. (81.2.6 (b))
 - i. CDC personnel will notify the victim/witness if an Officer will be responding to their call.
 - ii. If the call is referred to another agency, the caller will be notified of the referral.
 5. A CAD incident will be created for every 9-1-1 call received. Multiple 9-1-1 calls relating to the same event may be indicated within the initial CAD incident. See also General Order 519 CAD Entry Standards. The telephone number and address, if provided by the E 9-1-1 system, will be documented in the CAD.
- B. In the instance of “**abandoned**” or “**hang up 9-1-1 calls**” from a landline, the following steps will be taken:
1. The Dispatcher shall create an incident in CAD.
 2. At a minimum, two Police Officers need to be dispatched to verify that emergency services are not needed.
 3. The CDC personnel shall attempt to call the telephone number back and make contact with the caller. If the caller is contacted, the Dispatcher will ascertain the following:
 - i. Confirmation of the telephone number and address;
 - ii. Obtain the name of the person answering the phone;
 - iii. Ascertain if anyone at that location dialed 9-1-1 for assistance and if so, what kind of assistance is needed;
 - iv. Regardless of whether or not the caller advises that assistance is needed, the Dispatcher will dispatch appropriate emergency units immediately.
- C. In the instance of **an open line 9-1-1 call** from landline, the following steps will be taken:
1. Make a CAD entry logging all available and pertinent information.
 2. The Dispatcher shall attempt to make contact with a person on the line;

3. The Dispatcher should ask the caller the necessary questions to provide assistance if necessary and then immediately dispatch the appropriate emergency personnel and equipment; or
 4. To have the person make a noise of any sort to indicate that someone is on the line.
 5. Regardless of whether or not a person responds or makes a noise, the Dispatcher shall assume that there is someone on the line and continue to reassure the caller that an Officer is being dispatched to the caller's location.
 6. The Dispatcher will dispatch a Police unit immediately, advising the unit that the line is open with no response. The on-duty Dispatch Shift Supervisor will decide if the Dispatcher should break contact with the open line and may seek the advice of the responding Officer.
- D. In the instance of **“abandoned” or “hang up 9-1-1 calls”** from a wireless device, the following steps will be taken:
1. The Dispatcher shall create a CAD incident to include the telephone number and location of the call, as shown on the E-9-1-1 screen, and shall call back the number displayed on the E-9-1-1 screen and attempt to make contact. If contact is made, the Dispatcher will ascertain the following:
 - i. Confirmation of the address;
 - ii. Obtain the name of the person answering the phone;
 - iii. Ascertain if anyone at that location dialed 9-1-1 for assistance and if so, what kind of assistance is needed;
 2. If contact is not made, the Dispatcher will leave a message if possible advising that the phone called 9-1-1, and requesting a call back. This will be noted in the CAD incident.
 3. A Dispatcher will advise the on-duty Shift Commander of excessive or multiple repeat abandoned 9-1-1 calls from the same wireless device. Upon request of the on-duty Shift Commander, a Dispatcher may initiate owner information with the wireless providers.
- E. In the instance of **an open line 9-1-1 call** from a wireless device, the following steps will be taken:
1. The Dispatcher shall attempt to make contact with a person on the line.
 2. The Dispatcher shall create an incident in CAD using the information on the E-9-1-1 screen, and
 3. The Dispatcher should ask the caller to make a noise of any sort to indicate that someone is on the line. The Dispatcher should attempt to trace the location of the wireless device if possible.
 4. If there is no response and background noise indicates that the wireless device may be located in an obscure location such as a pocket or a backpack, the Dispatcher should break contact and call the device back. This shall be recorded in CAD, and the Dispatcher shall follow the instructions for an abandoned or hang up 9-1-1 call from a wireless device.

Approved by:



Dino Sgambellone
Chief of Police

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516 Cancellation of Police Calls				504
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior	
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018	
Related CALEA Standards:				

I. PURPOSE

The purpose of this General Order is guide the cancellation of Police calls for service.

II. POLICY

It is the policy of the Los Alamos County Police Department to cancel calls for service only with the knowledge and approval of the dispatched Officer and/or the Officer's Supervisor/Commander.

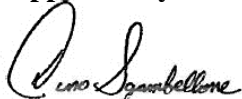
III. DEFINITIONS

None at this time.

IV. PROCEDURES

- A. In the event that a citizen calls to cancel a call for service that has been given to a responding unit, the CDC Dispatcher shall inform the responding Officer(s), if any. The primary responding Officer will determine the course of action to take regarding the call. The CDC Dispatcher will cancel the call if no Officer has been assigned.
- B. No calls involving domestic violence or other threats of violent crimes or 9-1-1 hang-ups will be cancelled by the Dispatcher. Contact must be made by the Officer(s) to determine the status of the call, regardless of the request to cancel.
- C. When a call is cancelled by the primary Officer, CDC personnel shall immediately notify other responding units of the cancellation so they may discontinue their response.
- D. All information concerning any request to cancel a call and all calls cancelled by Officers shall be documented in the CAD system by the Dispatcher.

Approved by:



Dino Sgambellone
Chief of Police

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517 Alarms			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	81.2.13		

I. PURPOSE

The purpose of this General Order is to set procedures for Consolidated Dispatch Center (CDC) personnel in dispatching Bank Alarms.

II. POLICY

It is the policy of the Los Alamos County Police Department that CDC personnel will dispatch Bank Alarms in a timely manner, in accordance with the procedures set forth in this General Order.

III. DEFINITIONS

Bank Alarm – means an electronic or other notification of a situation occurring in a banking institution requiring a Police response. Alarms may be activated in case of robberies, hostage taking, or other emergency situations.

IV. PROCEDURES

A. Bank Alarms:

1. Upon receipt of an alarm from a banking institution, CDC personnel will immediately dispatch a minimum of two Police units to the scene by designated bank number. If requested by the on-duty Shift Commander, CDC personnel will also immediately notify the Investigations Section and the Patrol Operations Commander so that an unmarked Police vehicle may be dispatched to make the initial contact with the bank.
2. Prior to, or upon, arrival of Police units at the scene, the CDC will attempt to make telephone contact with the bank using the designated number for the bank emitting the alarm.
3. When contact is made with the individual answering the phone, the Dispatcher will identify themselves and ascertain if the bank is in fact being robbed or if another emergency situation is taking place.
4. If the individual answering the phone advises that a robbery or other situation is in fact taking place or if the phone is not answered, the Dispatcher will so advise the Police units at the scene so that they can take appropriate actions.
5. If the individual answering the phone advises a robbery or other situation is NOT in fact taking place, the Dispatcher will advise the individual to exit the bank through the doors as directed by patrol to meet with patrol units on scene. The Dispatcher will ascertain a complete description of the individual directed to exit the bank to include hair, facial, clothing, and other physical descriptors of the individual. The Dispatcher will so advise the Police units on scene.

6. Dispatchers will then immediately clear the channel upon the request of the responding Officers or Shift Commander of other radio traffic and direct units not involved in the bank situation to move to another channel so as not to interfere with units at the scene.
7. An un-answered telephone will be treated as a valid alarm. CDC personnel will standby for instructions from Officers or a Police commander at the scene.

B. Other Alarms: (81.2.13)

1. The CDC will receive reports of alarm activation, both commercial and private residential from commercial alarm companies. When the alarm is within our Department's jurisdiction CDC Personnel will dispatch Officers, regardless of apparent cause of the alarm activation.
2. Officers responding to alarm calls must make reasonable efforts to determine whether the alarm activation was legitimate, due to inclement weather, or an apparent false alarm.

Approved by:



Dino Sgambellone
Chief of Police

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519 CAD Entry Standards			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	81.2.3, 81.2.4, 82.2.3, 82.3.6		

I. PURPOSE

The purpose of this General Order is to establish standards for entries of calls for service into a Computer Aided Dispatch (“CAD”) system by the Los Alamos County Police Department Consolidated Dispatch Center (“CDC”).

II. POLICY

It is the policy of the Los Alamos County Police Department that all calls for service be entered into a CAD system in a timely fashion. This ensures the safety of those that seek assistance from Los Alamos County Police Department. Entering calls in a timely fashion also ensures the safety of the public safety responders. It is further the policy of the Department that all CAD entries be recorded in a consistent manner.

III. DEFINITIONS

CAD – Computer Aided Dispatch system.

CFS/Incident Number – Calls for Service -- Requests from the public for assistance from the CDC/Police Department. A number assigned by CAD in a numerical sequence to indicate order in which calls for service are received.

Disposition – the manner in which a call for service was concluded as provided by the responding Officer.

Nature Type – description of the call for service/incident.

Notes – a field within CAD used to further describe the incident.

Transferred Call – event created for informational purposes that did not require the response of the Police Department.

Unit Location Screen – a screen within CAD used to monitor status of units.

IV. PROCEDURE

- A. Consolidated Dispatch Center (CDC) personnel will assign a unique computer generated incident number, which includes the date and time of request, to each call for service in CAD as it is received. All calls for service received by the CDC for Los Alamos County, whether Law Enforcement by nature or not, are to be entered into CAD. Entries into CAD must be as complete as possible, and should, at a minimum, entail: (81.2.3 (a)(b))
 1. Location —Location entered must be the location of where the incident took place or is taking place. Locations should be entered using either Common Place names as preset by the CAD or by entering the physical address of the location. Locations on Officer initiated calls for

service will be entered as the unit advises. If the unit advises of a location that is not known to exist, the CDC will clarify with the Officer his or her location. (81.2.3 (e))

2. Nature Type -- Nature Types entered should be the event as described by the reporting party and as clarified by the Dispatcher taking the information from the reporting party. A list of all Nature Types and the appropriate description of what each Nature Type includes is maintained at the CDC. Nature Types have priorities predetermined by CAD and the priority should be checked to confirm it is correct for each call for service as received. As Officers are at events, it may become apparent that the initial Nature Type is not the correct Nature Type. The CDC will change the Nature Types to reflect the Nature Type that is actually the type of event/call for service prior to closing the event. (81.2.3 (d))
3. Notes -- Notes regarding the incident/request for service should be entered into CAD to further describe the incident. Remarks should be entered in complete sentences with proper spelling and grammar, as once remarks are entered, they become part of the permanent Police record and cannot be edited.
4. Reporting Party Information -- a callback number for the reporting party should always be gathered as contact with the reporting party may be broken. This number should be recorded in the reporting party information area of CAD. The name of the reporting party should be included when the reporting party is willing to release his or her name. Callers have the right to remain anonymous; should a reporting party wish to remain anonymous, this should be indicated in the Name field. Whenever possible, the Dispatcher should also gather the reporting party's address, and this information should also be entered in the reporting party information area of CAD. (81.2.3 (c))
5. Once a call for service has been entered into CAD, the call taking Dispatcher should continue to update the event with information as received from the reporting party. The radio operating Dispatcher should continue to monitor the CAD as calls are updated to relay information to the responding units. As responding units continue to advise of information related to the event, the radio Dispatcher will enter the pertinent comments into the remarks of the event. Pertinent comments include, but are not limited to, the following:
 - i. Advisement of field sobriety tests (FSTs)
 - ii. Advisement of a subject in custody
 - iii. Advisement of transporting subjects to jail
 - iv. Advisement of escorting subjects
 - v. Advisement of descriptors on subjects (wanted subjects, missing subjects, etc.)
 - vi. Advisement of descriptors on items (suspect vehicle, missing items, etc.)
 - vii. Advisement of remarks that the responding units' request be entered into the event
6. The radio operating Dispatcher will also be responsible for updating a unit's status to indicate in CAD that the unit has been dispatched. The radio operating Dispatcher is further responsible for marking units en route or arrived as the responding units advise the CDC. Units will only be marked en route or arrived in CAD as directed by the responding units.
7. As units request, or as units advise of persons, vehicles, and/or articles involved in a call for service, the CDC will enter the information into CAD. The information should be included whenever possible, and at a minimum, the following should be entered:
 - i. Vehicle information on all traffic stops;
 - ii. Personal information on all arrests;
 - iii. Personal information whenever given by units and/or checked by a unit via NCIC/NLETS;
 - iv. Article information that is given by units and/or checked by a unit via NCIC;

- v. No personal information will be entered for Fire and Medical calls.
8. It is critical to the safety of the Officers that the CDC maintains current locations on all units. Therefore, as units advise the CDC of location changes, the Dispatchers will change the Unit/Event Status monitor to reflect the current location of the unit. This includes when an Officer advises the CDC that he or she is on duty, in service, at the station, or off duty. All Officers, to include Detention staff, must be shown on the monitor until they advise that they are “out of service.” AT NO TIME shall the CDC remove a unit from service without confirmation the unit is indeed out of service. (81.2.4 (b))
 9. Once a unit and backup, if appropriate, has been advised of a call for service, the CDC shall show the advised unit as “dispatched” in status to the event. A unit advising that it is en route to a call for service shall be shown as “en route” in status to the event. A unit advising that it is on scene shall be shown as “on scene” in status to the event. The Dispatchers will make the status changes promptly, as the CAD marks the time in the event. The CAD will also reflect the Officer(s) assigned, the time that the unit(s) were dispatched, time of arrival and the time when the unit(s) returned to service. (81.2.3 (f)(g)(h)(i))
 10. Calls for information only may be entered into CAD as “Transfer Events.” Calls that fit the criteria for a transfer event include, but are not limited to:
 - i. Requests for County Departments to be contacted for response
 - ii. E911 calls received for response of units from other jurisdiction that are outside of the response area for Los Alamos County
 11. The call source will be entered.
 12. Case numbers will be issued upon request of the responding units to events. Case numbers will always be unique and will be issued for all arrests (with the exception of warrant arrests in which a prior case number may be used), vehicles towed at the request of a patrol unit, and roaming animals taken to the animal shelter. Fire service calls must be issued a “run number” which is the equivalent of a case number. (82.2.3)(82.3.6)
 13. Events will be closed pursuant to the responding Officers’ direction. Dispositions will be entered under the direction of the primary Officer on the call for service. Dispositions are to be used as follows: (81.2.3 (j))
 - i. Arrest -- used when a subject is arrested and when a criminal citation has been issued.
 - ii. Citation -- Used when a subject is issued a citation only. For example, in the event that a case is initiated and a citation is issued, the “Report Taken” disposition is to be used.
 - iii. Completed -- Used when responding units have completed an assignment. This disposition is only to be used on Nature Types that do not involve a citizen’s request service to be rendered, such as, a follow up.
 - iv. Duplicate and Cancel – Used when determined the reported event is the same as another active incident or no longer needed.
 - v. Gone on Arrival -- Used when the reported incident is no longer in the area once responding Officers arrive or when responding units have been unable to locate the reported event or subject of the reported event.

- vi. Referred to Another Agency -- Used when the reported event is outside of the Police Department's jurisdiction and command of the event has been given to the appropriate agency with jurisdiction.
- vii. Report Taken -- Used when a case number has been issued. This disposition will override other potential dispositions with the exception of arrest when multiple actions are taken. For example, a subject on a traffic stop that is arrested, issued citations, and has a case number associated with the stop will be closed with the disposition of "Arrest." Should a traffic stop result in the issuance of citations and a case number is generated, the correct disposition is, "Report Taken."
- viii. Service Rendered -- Used when appropriate service has been rendered by responding Officers. A brief description of the action taken will be entered into the comments block on all Service Rendered dispositions.
- ix. Warning -- Used when the subject(s) involved in a reported event are warned by responding Officers.

14. Dispositions shall be issued to all events.

Approved by:



Dino Sgambellone
Chief of Police

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520 Maintenance and Repairs of CDC Equipment and Facilities			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	81.3.1, 81.3.2		

I. PURPOSE

The purpose of this General Order is to establish guidelines for the maintenance of Consolidated Dispatch Center (CDC) equipment and facilities.

II. POLICY

It is the policy of the Los Alamos County Police Department to maintain all of the equipment and facilities of the CDC in proper working condition.

III. DEFINITIONS

None at this time.

IV. PROCEDURES

A. Equipment:

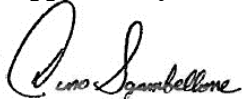
1. Communications equipment is located in the secured area of the CDC, the Police Facility, LANL, or other approved facility. (81.3.1 (b))
2. **Transmission lines, antenna and power sources** at all sites are secured within locked shelter buildings and fenced-in areas accessible only to authorized repair technicians. (81.3.1 (d))
3. All facilities and equipment in, and associated with, the CDC shall only be used only for the purpose for which it was intended, following the manufacturer's instructions where provided or CDC approved training in the maintenance and repair of such equipment and facilities.
4. Maintenance and repairs to equipment and facilities will ordinarily be carried out by appropriate service personnel, Information Technology (IT) staff, or individuals approved by the CDC Manager.
 - i. Maintenance and repairs to the backup generator will be conducted by Los Alamos County Fleet and Building Maintenance personnel.
 - ii. The CDC Manager or his or her designee will be responsible for maintaining a liaison with the appropriate Los Alamos County personnel to ensure the backup generator is maintained, fueled and tested so that it is available at all times.
5. All CDC personnel shall assist in the maintenance of the equipment and facilities by promptly reporting any failures, defects, or damage found to the equipment or facility.
6. In the event of any equipment failure, or found defect or damage, the following procedure shall be followed (81.3.1 (c))

- i. Utilize back-up or alternate equipment to continue operations.
 - ii. Notify the Dispatch Shift Supervisor, who shall:
 - a. Verify the failure, damage or defect.
 - b. Notify the CDC Manager or, in his or her absence, the Emergency Management Bureau Commander.
 - c. As directed, or as may be required, immediately notify the appropriate individuals or agencies to effect the repairs in a timely manner.
 - d. Log equipment and facility problems in the Shift Report.
7. In the event of emergency evacuation of the CDC, or in the event of an equipment failure in the CDC that incapacitates emergency operation within the CDC, all incoming 911 will be transferred to the Santa Fe County Regional Communications Center by means of the “Make Busy” switch. The CDC Manager may make arrangements for transferring qualified 911 Dispatchers to the Santa Fe Regional Communication Center. The CDC Manager will also make arrangement for Los Alamos Dispatchers to handle radio traffic from a designated backup CDC.
- i. The “Make Busy” switch is a switch that when “flipped” re-routes the E911 calls to our back-up PSAP (Public Service Answering Point), which is the Santa Fe County Regional Communications Center. The switch is located in the CDC. As you are facing the switch, the top of the switch is labeled at the top with “MAKE BUSY” in black letters and “E911” in the middle in red letters. On each side is a switch. The left switch is labeled ALBQ (Albuquerque) and the right side is labeled LC (Las Cruces). The bottom is labeled with “NORMAL”. Under normal circumstances both switches are in a down position. (81.3.1 (c))
 - ii. When normal maintenance occurs or in the event of an unscheduled outage for E911, the “Make Busy” switch will be flipped to the “up” position. Prior to flipping this switch, it is Courtesy to notify the Santa Fe Regional Emergency Communication Center we are doing so and they will be receiving our E911 calls.
 - iii. In the event we are unable to flip our switch, or a fiber cut prevents the manual re-routing of our calls, the Century Link E911 Center in Minneapolis, Minnesota has the ability to re-route the E911 calls for us.
8. CDC personnel SHALL NOT plug in any electrical, computer, or other device, equipment or install any software into any console or computer without the expressed knowledge and authorization of the IT staff or the Dispatch Shift Supervisor.
9. CDC personnel shall not attempt any repairs to any equipment unless they have been expressly authorized by the Dispatch Shift Supervisor to do so.
10. CDC personnel shall not bring into, nor utilize, any unauthorized equipment or software in the CDC.
11. Any CDC personnel having any doubts or questions about the use or maintenance of, or repairs to, any CDC equipment or facilities shall not proceed to utilize the equipment without the express authorization and direction of the CDC Manager.

B. Alternate source of Electrical Power: (81.3.2)

1. The CDC has the ability to have a continuous **power source**. A documented inspection and test of the alternate power source is completed at least monthly, or in conformance with manufacturer recommendations, and tested or operated under full load at least once a year.
 - i. The Each CDC station is equipped with an uninterrupted power source to maintain constant power if the electricity went out.
 - ii. The Police Department has a **back-up generator** to maintain power during extended commercial power outages.

Approved by:



Dino Sgambellone
Chief of Police

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521 Access to Building for Maintenance, Repairs, Installations, and Tours			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related CALEA Standards:	81.3.1,		

I. PURPOSE

The purpose of this General Order is to establish Security and Access Procedures for the Police Department building for purposes of maintenance, repairs, installations, tours and other personnel. For reasons of safety, good order and compliance with State and Federal regulations, these Security and Access Control Procedures are established.

II. POLICY

It is the policy of the Los Alamos County Police Department to provide timely, emergency, secure and confidential information to Police, fire, medical and rescue personnel in the performance of their duties and responsibilities. In doing so, compliance is required with certain U.S. Department of Justice, Federal Communications Commission, State and Departmental policies, Rules and Regulations. Therefore, in compliance with these policies, Rules and Regulations, this procedure is established. It is further noted that in accordance to these rules, **ALL UNAUTHORIZED PERSONNEL ARE NOT TO BE ADMITTED TO THE BUILDING UNESCORTED.** Additional restrictions may apply for access to the Consolidated Dispatch Center (CDC).

III. DEFINITIONS

Confidential information – means information that is not to be released, discussed or otherwise disseminated to unauthorized individuals or organizations. Examples of “confidential information” include, but is not limited to, “wants, warrants, criminal information, officer safety, vehicle registrations, security procedures and personnel contact information.” See also General Order 509— Confidentiality of Records and Information.

Authorized personnel – means law enforcement, fire, medical, rescue or other personnel approved by the Chief of Police and/or the Emergency Management Commander or CDC Director, such as designated Fire, and maintenance personnel. Authorized personnel are those that have meet with the following criteria:

- A fingerprint check has been completed and the results of which are on file with the Department;
- A criminal history check has been completed.

Unauthorized personnel – includes family members, friends, associates, and ALL other persons not having both a legal AND necessary need for access. Prior approval for any exception must be obtained from the Shift Supervisor on duty through the Commanders, Deputy Chief or the Chief of Police. Employees wishing to meet with unauthorized personnel may, with the permission of the on-duty Shift Supervisor, the Commanders, Deputy Chief or the Chief of Police. Such breaks may be for coffee, lunch or other personal or lawful purposes and use of the lounge/kitchen is permitted.

Other personnel – may include installers, repair people, maintenance personnel, tours, and persons on official business with the Department. Other persons may include approved tour groups or

individuals who have official business with the CDC. An example of such individuals would include representatives from the communications community like E-911.

IV. PROCEDURES

A. Authorized personnel (81.3.1 (a))

1. The building is secured by electronic and mechanical locks. Only personnel that have completed a criminal history check and have been fingerprinted and the results of which are on file with the Department and have met the requirements as established by the Control System Officer (CSO) for CJIS security at the New Mexico Department of Public Safety may be granted electronic pass keys or mechanical keys.
 - i. Criminal history checks will be performed yearly on personnel that are granted electronic pass keys or mechanical keys.
 - ii. The CDC is secured within the portion of the Police Department building secured by electronic and mechanical locks. Only authorized personnel who have electronic pass keys or mechanical keys issued to them, and have official business with the CDC will be allowed access to the CDC except as otherwise allowed in this policy.

B. Unauthorized personnel

1. Persons not otherwise authorized by the On-duty Shift Supervisor, or Command Staff **SHALL NOT BE ADMITTED UNDER ANY CIRCUMSTANCES** unescorted other than for a medical or other emergency such as a fire the building.
 - i. At no time shall any unauthorized person be unescorted in the CDC other than for a medical or other emergency such as a fire.

C. Other personnel

1. Persons coming into the building for the purpose of installing, repairing or maintaining equipment and/or facilities shall be scheduled in advance and noted via e-mail, whenever possible. These persons will complete the Visitor Log and provide a valid proof of identification. Prior to admittance to the building, CDC personnel will check for wants/warrants on all persons entering the building, and the person(s) will be issued a Visitor Pass that must be displayed for the duration of the visit.
 - i. Contractors and other County staff with reoccurring needs to access the building may be unescorted provided that they have been fingerprinted and the results of which are on file with the Department, provided that the results have met the requirements as established by the CSO for CJIS security. Contractors and other County staff will complete the Visitor Log, and will be issued a Visitor Pass that indicates no escort necessary will be displayed on the person for the duration of the visit.
2. On those occasions where on-duty personnel have identified a need for an emergency repair, CDC personnel will be notified so that they will allow workers access to the CDC.
3. Upon arrival of other personnel, their identity and purpose shall be checked BEFORE being admitted to the CDC.
4. Persons coming into the CDC that are other personnel shall sign in on the CDC Visitor Log. Upon completion of business, they shall sign out on the CDC Visitor Log.

D. Tours

1. An individual or group requesting a tour to include the CDC shall have such request approved *in advance* by the Dispatch Shift Supervisor, CDC Director, Emergency Management Commander, Deputy Chief, or the Chief of Police. The on-duty Shift Supervisor (or their designee) shall check the identity of the person(s) or group on-tour, **BEFORE** admitting them into the CDC and verify that the tour or individual has been approved for admission. Any questions shall be referred to the CDC Director **PRIOR** to admission.
2. Those participating in the tour over the age of 18 shall sign in on the Visitor Log. Upon completion of the tour, they shall sign out on the Visitor Log.

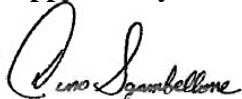
E. Person(s) on official business

1. Person(s) on official business with the, shall be identified and their presence reported to the individual they are seeking to meet with. If that individual is not present or available, they shall not be admitted and so advised of the situation. They may be asked to standby while an attempt is made to locate the individual they seek and invited to have a seat in the lounge pending the arrival or availability of that person. They shall be so advised of any delay or planned arrival time. They are *only* to be admitted to the CDC if authorized by the CDC Director or Shift Supervisor.

F. General

1. Only Police Department personnel assigned to the CDC by the Chief of Police shall authorize admission to the CDC.
2. All persons, either those admitted or denied access to the CDC, shall be treated courteously and patiently as they may not be familiar with nor understand security needs and procedures.
3. All visitors must sign in upon entering the CDC and sign out when exiting.

Approved by:



Dino Sgambellone
Chief of Police

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522 Radio Channels			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	81.2.10, 81.3.4		

I. PURPOSE

The purpose of this General Order is to provide direction on the proper utilization of assigned radio channels.

The **radio system** shall serve as the **primary means of communication** between on-duty units. (81.2.10)

- Patrol Supervisors will be provided cell phones or be given a stipend for official business.
- Officers may utilize cell phones to communicate with the CDC, Supervisors and each other, as the need arises.
- Mobile data computers may be used for unit-to-unit and unit-to-CDC text messaging.

II. POLICY

It is the policy of the Los Alamos County Police Department and the CDC to provide appropriate radio channels for public safety personnel. CDC equipment is capable of two-way operation on joint public safety frequencies. The Department's multi-channel radios and portable radios contain the channels needed to communicate with the individuals providing Police, fire, EMS and rescue services to members of the community. To assist in the efficiency of providing these services, specific radio channels have been assigned to different units and personnel. (81.3.4)

III. DEFINITIONS

Police Primary -- The channel used by Patrol for daily radio traffic.

Police Secondary -- Channel available for extra duties such as roadblocks, special details, and unusual occurrences.

Special -- Channel designated for patching and call work as a "Police Secondary."

Investigations -- Channel for use by investigations personnel during active investigations.

PSA (Public Safety Aides) -- Channel dedicated to Animal Control and other PSA duties.

Detention -- Channel dedicated for use by Detention personnel.

Fire Primary -- Channel designated for Fire, Medical and Rescue operations. Also known as "Dispatch."

Simplex -- Mode of operation with radios functioning just between two radios, similar to a walkie-talkie.

Console -- Radio interface at the Consolidated Dispatch Center (CDC).

Portable -- Handheld radio.

Mobile -- Radio installed in a vehicle.

Simulcast-- The ability of the CDC to dispatch a call on multiple channels simultaneously.

Scan -- The mode that allows the monitoring of all radio traffic.

Patching -- The ability of the CDC to connect different channels together.

Bandelier -- Bandelier National Park Service Band.

Tactical – Channel available for tactical situations or as deemed necessary. Fire channels appear as “TAC” Channels.

Command – Channel available command staff.

Emergency– Channel used for instant contact with LANL emergency services.

IV. PROCEDURES

A. General

1. Dispatchers on-duty at the CDC shall monitor all active channels at all times.
2. In the event that field activity requires radio communications capability on other channels, such as for special assignments or specific investigative purposes, personnel shall contact the CDC and request the Dispatchers to monitor the specified channel(s) and identify all the units operating on it (them).
3. The Shift Commander on duty shall enable the Scan mode of their assigned radio in order to monitor all radio traffic and operations involving the Police Department.
4. All on-duty Police personnel shall have their Portable radio “ON” at all times when not in their units. This includes all Police facilities, with the exception of on-duty personnel in the CDC, as transmissions on the portable may interfere with the CDC transmissions.
5. Upon initially keying the radio microphone to talk, personnel need to wait until they hear a tone or “beep.” It is necessary for the “beep” to clear before beginning to speak or transmit.
6. The CDC has the ability to transmit information on multiple channels simultaneously. This “Simulcast” shall be used in the event of an emergency or to provide emergency information requiring the attention of all personnel. Instructions on how to Simulcast shall be maintained in the CDC.
7. Patching is done at the CDC. The “Special” channel has been designated as the preferred channel to handle patches. Requests for patches should be approved by the on-duty Shift Commander or other Supervisory personnel and the respective Department to be patched to. Requests for patches from an outside Department shall be approved by the Shift Commander or other Supervisory personnel. The CDC will contact all participants for the patch via landline, get the respective radio call signs and advise the units when the patch is operational. At the conclusion of the patch, the connections shall be immediately discontinued. Instructions on how to patch channels shall be maintained in a procedure manual in the CDC.

Approved by:



Dino Sgambellone
Chief of Police

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523 Obvious Death Criteria			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	CDC	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:			

I. PURPOSE

To establish criteria for classifying a call as an obvious death.

II. POLICY

It is the policy of the Los Alamos County Police Department to classify a call as an obvious death only under the following criteria.

III. DEFINITIONS

IV. PROCEDURES

A. Obvious death criteria will include:

1. Decapitation
2. Decomposition
3. Incineration

B. The EMD must be certain that there is a clear indication that at least one of the above listed criteria has been met for a call to be considered "Obvious Death".

Approved by:



Dino Sgambellone
Chief of Police

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/_____/

Troy Hughes
Fire Chief

/_____/

Justin Lyell Hazen, MD, FACEP
Medical Director

524 EMD Case Review Scoring Standards			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	CDC	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:			

I. PURPOSE

To establish the principles, practices, and standards of care that the International Academy of Emergency Dispatch has set for practitioners of Emergency Dispatch Quality Improvement (ED-Q) to perform case review for call takers using the Academy's Medical Priority Dispatch System® (MPDS) and Fire Priority Dispatch System® (FPDS).

II. POLICY

It is the policy of the Los Alamos County Police Department to perform case review for medical and fire service calls using the established IAED Scoring Standards.

III. DEFINITIONS

IAED – International Academy of Emergency Dispatch (known as the Academy)

ED-Q – Dispatchers and Supervisors trained and certified in the Emergency Dispatch-Quality Improvement process.

V. PROCEDURES

1. Dispatchers will follow the protocols set forth in the current edition of the IAED ED-Q Scoring Standards which is kept and maintained within the CDC.
2. ED-Q's will perform case review based on the current edition of the IAED ED-Q Scoring Standards which is kept and maintained within the CDC.

Approved by:



Dino Sgambellone
Chief of Police

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Troy Hughes
Fire Chief

/_____/

Justin Lyell Hazen, MD, FACEP
Medical Director

525 Emergency Medical Dispatch			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	CDC	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	81.2.14		

I. PURPOSE

The purpose of this General Order is to establish criteria for Emergency Medical Dispatchers working in the Consolidated Dispatch Center (CDC).

II. POLICY

It is the policy of the Los Alamos County Police Department that certified and licensed Emergency Medical Dispatchers assume control of medical related calls at the CDC.

III. DEFINITIONS

EMD—Emergency Medical Dispatcher—a Dispatcher that has received specialized training in regard to medical calls for service.

IV. PROCEDURES

A. Certified/Licensed EMDs (81.2.14)

1. The CDC will only permit trained, certified and licensed EMDs to handle medical related telephone calls, both from emergency telephone lines and from non-emergency telephone lines. If for any reason an EMD's certification and/or license is expired, suspended, or revoked, that EMD will not be allowed to process medical calls for service and must follow procedures as described below until such time that the EMD's certification and/or license is again active.
 - i. Upon receiving a call for service requesting medical assistance, a non-certified and/or a non-licensed Dispatcher will advise the caller to remain on the line as they are connected with Fire/EMS. The non-certified and/or non-licensed Dispatcher will immediately notify a certified and licensed EMD that there is a medical call on the line, and the certified and licensed EMD will assume control of the call.
 - ii. Upon receiving a call for service requesting both medical and Law Enforcement assistance, a non-licensed and/or a non-certified Dispatcher will gather pertinent Law Enforcement information to protect the safety of the responders prior to connecting the call with a certified and licensed EMD only as long as it does not interfere with providing appropriate patient care to the patient.
2. New Mexico Department of Health Regulations, 7 NMAC 27.2, will be adhered to regarding the maintenance of certifications for EMD's.

- B. EMDs, when interacting with callers on medical calls, are providing patient care and shall act in a professional manner.

Approved by:



Dino Sgambellone
Chief of Police

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/_____/

Troy Hughes
Fire Chief

/_____/

Justin Lyell Hazen, MD, FACEP
Medical Director

526 Quality Improvement			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	CDC	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:			

I. PURPOSE

To provide all dispatch personnel with the necessary understanding and skills as they relate to the efficient and effective provision of quality assurance for the Priority Dispatch System.

II. POLICY

It is the policy of the Los Alamos County Police Department that the quality improvement process shall follow a standardized procedure as detailed below and as required by the International Academy of Emergency Dispatch (IAED) to meet accreditation standards.

III. DEFINITIONS

AQUA – Is the software used for quality improvement and assurance

EFD – Emergency Fire Dispatcher

EMD – Emergency Medical Dispatcher

ED-Q – Emergency Medical or Fire Dispatcher that is further certified as Quality Assurance personnel by IAED

PAI – Pre-arrival Instructions

PARAMOUNT – the software version of the Medical Priority Dispatch (MPDS) and of the Fire Priority Dispatch (FPDS) card system

IV. PROCEDURES

A. Quality Improvement Case Review

1. All emergency medical and fire calls shall be evaluated by the Quality Improvement Unit. All medical and fire calls for service will be reviewed by an ED-Q. ED-Qs will complete Case Evaluation Records for all EMDs and EFDs no later than the rotation following the date the call was taken.
2. Calls shall be reviewed, using AQUA, for each individual EMD and EFD call taker.
3. The level of competence required to meet IAED accreditation standards is 90% or greater for each individual call taker to all protocol components, with the exception that Case Entry interrogation and PAI's shall meet or exceed a 95% compliance rate.
4. Minimum protocol compliance levels will be set and issued in a separate "Incremental Compliance Policy".

B. Case Review Feedback Process

1. The ED-Q will review each Case Evaluation Record (CER) with the relevant EMD or EFD to include the customer service portion of the CER. CERs with a total compliance score below the minimum requirements set forth in the Incremental Compliance Policy will be issued a Non-Compliance Report. CERs with a total compliance score of 100% will be issued an Exemplary Performance report. Both the ED-Q and the EMD or EFD may add their comments to the forms, and both must sign the CER and the applicable reports.
2. If an action plan needs to be developed, the Shift Supervisor and the CDC Manager will discuss the development of the plan. The CDC Manager, upon recommendation of the Shift Supervisor, will implement the plan. A deadline for completion of the action plan will be given. Action plans may be necessary if remedial training is required.
3. The CDC Manager may use the form to require further Quality Improvement Unit (QIU) follow-up or action if required. Examples of QIU actions include requests for a particular Continuing Dispatch Education topic to be covered, a letter of commendation be submitted, or that a problem be raised at the Dispatch Review Committee meeting.
 - i. Completed forms must be returned to the QIU within 14 days of receipt by the CDC Manager.
 - ii. The QIU must be informed of the completion of any action plan noted on the CER.
 - iii. A copy of the completed CER will be kept by the CDC Manager in each EMD's file.
 - iv. Copies of the completed and signed CER will be distributed by the QIU to the call taker concerned, the CDC Manager and Manager and the Medical Director.

C. QIU Database / Individual Protocol Compliance (IPC) Reports

1. Compliance data for individual EMDs or EFDs will be generated and forwarded to the CDC Manager on a monthly basis. Data on an individual EMD's or EFD's performance will be treated as confidential; viewed only by the call taker's Supervisor and the necessary administrative, training, and QIU staff.
2. ED-Qs will review each Non-Compliance Performance Report with the relevant EMD or EFD on a one-to-one basis. Both the ED-Q and the EMD or EFD may add their comments to the forms and both must sign it.
3. Action plans will be developed when necessary, based on average and/or cumulative compliance scores. A deadline for completion of the action plan will be given.
4. Dispatch Shift Supervisors may use the form to request further QIU follow-up or action if required.
5. Routed reports must be returned to the QIU within 14 days of their receipt by the Supervisor.
6. The QIU shall be informed of the completion of any action plan noted on the report.
7. A copy of the report will be kept by the Dispatch Shift Supervisors in the EMD's or EFD's file.
8. Copies of the IPC Report will be distributed by the QIU to the concerned call taker and the CDC Shift Supervisors and Manager.

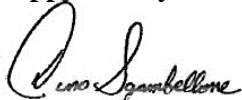
D. QIU Database / Shift Protocol Compliance Reports (SPC)

1. Overall compliance data for each shift will be generated and posted in the CDC monthly.
2. The CDC Manager will review the compliance date of each shift with the relevant Dispatch Shift Supervisor on a one-to-one basis each month. Copies of any action plan required should be forwarded to the CDC Manager to file.
3. The QIU must be informed of the completion of any action plan.
4. Copies of the monthly SPC Reports will be kept by the CDC Manager in the Shifts file.
5. Copies of the SPC Reports will be distributed by the QIU to the Dispatch Shift Supervisors, CDC Manager and Medical Director.

E. QIU Database / Consolidated Dispatch Center Protocol Compliance Reports

1. The CDC Manager will review the compliance data for the entire center with the Dispatch Shift Supervisors each month. Copies of any action plan required should be forwarded to the CDC Manager for record keeping.
2. The QIU must be informed of the completion of any action plan.
3. Copies of the monthly CDC Protocol Compliance Reports will be kept by the CDC Training Supervisor and copies will be forwarded to the CDC Manager
4. Copies of the CDC Protocol Compliance Reports will be distributed by the QIU to the Dispatch Shift Supervisors, the CDC Manager and the Medical Director.

Approved by:



Dino Sgambellone
Chief of Police

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Chief of Police

/_____/

Troy Hughes
Fire Chief

/_____/

Justin Lyell Hazen, MD, FACEP
Medical Director

527 Paramount/MPDS/FPDS and Pre-Dispatch Protocol			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	CDC	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:			

I. PURPOSE

The purpose of this General Order is to establish the basic use for Paramount and MPDS/FPDS.

II. POLICY

It is the policy of the Los Alamos County Police Department to use Paramount and MPDS/FPDS when handling medical calls for service. The most recent versions of the MPDS/FPDS/Paramount and scoring standards will be implemented within one year of their release.

It is the policy of the Los Alamos County Police to pre-dispatch the Los Alamos Fire Department (LAFD) to all medical and fire emergency calls for service while initiating the Paramount/MPDS/FPDS system.

III. DEFINITIONS

Paramount - is an EMD software package available on CDC dispatch computers which allow EMDs to have systematic inquiry and approved pre-arrival instructions and medically approved protocols on medical emergency calls.

FPDS - Fire Priority Dispatch System™ (FPDS) card system.

MPDS - Medical Priority Dispatch System™ (MPDS) card system.

Emergency Rule – Rule which allows Dispatcher to disconnect from a medical call for service based on incoming call volume prior to the completion of MPDS/Paramount.

Palliative Care – refers to patients who are undergoing care for terminal illness or injury where the goal is comfort and/or pain relief (provided with dignity and respect) rather than survival. May be used when patient is transferred to an extended care facility, nursing facility or hospice center.

IV. PROCEDURES

- A. All calls of a medical nature shall be handled by a certified and licensed EMD using Paramount. If Paramount is not available on the computer system, then the MPDS cards shall be used.
 1. Traffic crashes involving a vehicle rollover and/or airbag deployment are to be considered calls of a medical nature.
- B. All calls of a Fire nature shall be handled by a certified EFD using Paramount. If Paramount is not available on the computer system, then the FPDS cards shall be used.
- C. With the exception of a traffic crash, a call that is both medical and fire in nature will be processed using FPDS to allow the fire situation and/or rescue must be addressed before a

patient can be accessed and/or treated. When possible and appropriate, once FPDS has been completed, pre-arrival instructions for patient care will be provided to the caller from MPDS.

1. MPDS will be utilized for LAFD response to traffic crashes.
- D. All fire and medical call for service will be dispatched to LAFD once minimal information has been obtained for CAD entry. The Dispatcher will “tone” out the call and dispatch LAFD as recommended by CAD.
- E. Once Paramount and/or MPDS/FPDS protocols are initiated they shall be strictly adhered to at all times by the EMD or EFD.
- F. The Paramount/MPDS/FPDS questions shall be asked – verbatim – in the appropriate order, using the language as it is stated on the screen/card.
- G. All key questions should be completed as quickly as possible while maintaining accuracy.
- H. Following the dispatching of appropriate resource units, appropriate pre-arrival instructions or post-dispatch instructions, as indicated by Paramount/ MPDS/FPDS shall be provided to the caller.
- I. Upon receiving an in progress call for service requesting both medical and Law Enforcement assistance, pertinent Law Enforcement information will be gathered to protect the safety of the responders prior to initiating Paramount/ MPDS. Questions regarding scene safety are also located within Paramount/MPDS, and EMDs shall strive to not duplicate information that will be gathered via Paramount/MPDS.
- J. Law Enforcement shall be dispatched to all indicated protocols by Paramount/MPDS, as well as protocol 32 (All “unknown” protocols).
 1. All incidents where the suspect is still on scene – should be given as a high priority for Law Enforcement response.
 - i. Responding units may be advised to proceed non-emergency when awaiting Law Enforcement to arrive first; this is a safety consideration for the responders and for the public.
- K. During times of high call volume, every effort shall be made to complete MPDS/FPDS/Paramount. In the rare event that the call volume overwhelms the CDC, the Dispatch Shift Supervisor may determine that it is necessary to activate the “Emergency Rule.”
 1. The Dispatch Shift Supervisor, or his or her designee, will note the date, time began and time ended, along with the reason for the use of the Emergency Rule. The Dispatch Shift Supervisor, or his or her designee will forward this documentation to the CDC Manager via e-mail.
 2. The EMD or EFD will also note the use of the Emergency Rule in the call for service in CAD.
- L. At a minimum, Case Entry will be completed for all medical calls for service.
- M. Medical calls in which the patient is not awake or not breathing shall have MPDS/Paramount completed regardless.
- N. All callers will be instructed to call the CDC back for further instructions if the patient’s condition changes or worsens.

- O. The Medical Director shall be notified of the activation of the Emergency Rule for medical calls for service.

Approved by:



Dino Sgambellone
Chief of Police

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Troy Hughes
Fire Chief

/_____/

Justin Lyell Hazen, MD, FACEP
Medical Director

528 Definitions for FPDS			
Effective Date:	March 30, 2017	Rescinds: Amends:	All Prior
Distribution:	CDC	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:			

I. PURPOSE

To define definitions as required within the Fire Priority Dispatch System (FPDS).

II. POLICY

It is the policy of the Los Alamos County Police Department Consolidated Dispatch Center to utilize definitions as set by the Los Alamos County Fire Department when utilizing FPDS.

III. DEFINITIONS

The Los Alamos County Fire Department has authorized the following definitions for dispatch purposes when utilizing FPDS:

1. LARGE Aircraft is defined as multiple engine aircraft or aircraft carrying five or more occupants/souls (≥ 5 people).
2. SMALL Aircraft is defined as a single engine aircraft or aircraft carrying four or less occupants/souls (≥ 4 people).
3. HIGH RISE is defined as a structure with three or more stories (≥ 3 stories).
4. A LARGE Building/Structure is defined as a building or structure that is greater than 2,001 square feet ($>2,001$ sq. ft.).
5. A SMALL Building/Structure is defined as a building or structure that is less than or equal to 2,000 square feet ($\leq 2,000$ sq. ft.).
6. A GOVERNMENT BUILDING is defined as a building that is owned by or occupied by Los Alamos County, Los Alamos National Laboratory, any federal building (such as the Post Office) and any school (such as Los Alamos Public Schools and the University of New Mexico-Los Alamos).
7. A LARGE Spill is defined as greater than ten (10) gallons.
8. A SMALL Spill is defined as greater than one (1) gallon but less than ten (10) gallons.
9. A MINOR Spill is defined as less than one (1) gallon.
10. A WATERWAY is defined as a pond, reservoir, and the Pajarito Ski Hill retention tank.
11. A LARGE BRUSH/GRASS FIRE is defined as a fire greater than 400 square feet or greater than 20 feet by 20 feet ($> 20' \times 20'$) in area.


12. A SMALL BRUSH/GRASS FIRE is defined as a fire less than or equal to 20 feet by 20 feet ($\leq 20' \times 20'$) in area.
13. LARGE FLOOD WATER is defined as being greater than ten feet ($>10'$) in width.
14. SMALL FLOOD WATER is defined as being less than or equal to ten feet ($\leq 10'$) in width.
15. BODY RECOVERY is defined as being an un-survivable period of time a person is submerged and the goal is to recover the body. A person submerged greater than or equal to six hours (≥ 6 hours) is considered a body recovery.

A MULTI-VEHICLE Pile-up is defined as three or more (≥ 3) vehicles.

IV. PROCEDURES

- A. Emergency Fire Dispatchers (EFDs) will adhere to these definitions when applicable on the FPDS Protocol.
- C. Single Unit Service Calls for service include the following:
 1. Replacing batteries in a smoke detector; and
 2. Beeping smoke detectors.

Approved by:


Dino Sgambellone
Chief of Police

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/_____/
Troy Hughes
Fire Chief

529 Cancelling EMS Units			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:			

I. PURPOSE

To establish criteria for cancelling EMS prior to arrival.

II. POLICY

It is the policy of the Los Alamos County Police Department to cancel EMS units under the following circumstances.

III. DEFINITIONS: none at this time

IV. PROCEDURES

1. The on duty Battalion Chief will have the authority to cancel EMS Units that have been dispatched.
2. Law Enforcement may advise to cancel the EMS unit's response only when it is determined that there is no patient at the scene.

Approved by:



Dino Sgambellone
Chief of Police

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/_____/

Troy Hughes
Fire Chief

/_____/

Justin Lyell Hazen, MD, FACEP
Medical Director

530 Fire & EMS Unit Safety			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:			

I. PURPOSE

To establish procedures for notifying Fire & EMS units of dangerous calls and procedure for maintaining a status check on the field units by CDC personnel.

II. POLICY

It is the policy of the Los Alamos County Police Department to notify Fire Department units of dangerous call or situations.

III. DEFINITIONS

IV. PROCEDURES

- A. When the Fire Department is dispatched to a call where there is a potential risk of injury to the responding personnel, they shall be notified of the nature of the danger during the dispatch of the call or as soon as that information is made available to CDC personnel.
- B. Fire Department units, when on duty and not in their quarters, will be tracked by the CDC personnel. Their status and location or destination will be recorded in the CAD system.
- C. If Fire Department units arrive on scene prior to LE arrival, they will stage nearby, in a safe area, until given clearance by LE who will attempt address scene safety.
- D. Status checks will be conducted on Fire personnel upon the request of the Battalion Chief.
- E. The on duty Battalion Chief will be notified of LE calls which may require a Fire Department response.

Approved by:



Dino Sgambellone
Chief of Police

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/_____/

Troy Hughes
Fire Chief

/_____/

Justin Lyell Hazen, MD, FACEP
Medical Director

531 Medical Director Notification			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:			

I. PURPOSE

To establish criteria and procedures for notifying the Medical Director.

II. POLICY

It is the policy of the Los Alamos County Police Department to notify the Medical Director during the following circumstances.

III. DEFINITIONS: None at this time

IV. PROCEDURES

- A. Medical Director notification is required for the following:
 1. Any high level Multiple Casualty Incident (MCI). This information must be relayed as soon as possible.
 2. Failure to use Paramount or MPDS for a medical call by an EMD (CDC Manager).
 3. A medical call resulting in a negative outcome to the patient due to a dispatch error by the EMD (CDC Manager).
 4. At the discretion of the CDC Manager.
- B. Notification will be attempted first, by phone, if no answer then a voicemail can be left. If the Medical Director will be out of town, procedures for notification will be established through the appropriate chain of command prior to departure.

Approved by:



Dino Sgambellone
Chief of Police

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/_____/

Troy Hughes
Fire Chief

/_____/

Justin Lyell Hazen, MD, FACEP
Medical Director

532 Incremental Compliance			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:			

I. PURPOSE

In order to achieve and retain accreditation from the IAED, all Dispatchers shall maintain the necessary target average compliance scores as required by that organization.

II. POLICY

It is the policy of the Los Alamos County Police Department to comply with the National Academy of Emergency Dispatch (IAED) protocols.

III. DEFINITIONS: None at this time

IV. PROCEDURES

A. Compliance

1. It is necessary for each individual emergency Dispatcher to achieve the following average International Academy Protocol compliance scores in order to meet the IAED Dispatch Center of Excellence accreditation requirements:
 - i. 95% Case Entry compliance
 - ii. 90% Chief Complaint compliance
 - iii. 90% Key Question compliance
 - iv. 95% Dispatch Life Support Instruction compliance
 - v. 90% Total Compliance Score
2. With the realization that achievement of these compliance rates is not immediately feasible for newly qualified Dispatchers, the procedures listed below outline a systematic approach to reach that objective:
 - i. All new Dispatchers shall be certified as EMDs and EFDs. Certified EMDs will then apply for licensing with the New Mexico Department of Health as an EMD.
 - ii. Existing Dispatchers shall be subject to this policy as of its effective date.
 - a. Within two months of becoming certified and licensed, all Dispatchers shall achieve a 75% compliance rate. Any Dispatcher not achieving a 75% compliance rate as listed above shall receive individual training from the Dispatch Shift Supervisor/Training Officer for one day or as otherwise directed by the CDC Manager.
 - b. Within three months of becoming certified and licensed, all Dispatchers shall achieve an 85% compliance rate. Any Dispatcher not achieving an 85% compliance rate shall receive individual training from the Dispatch Shift Supervisor/Training Officer for one day or as otherwise directed by the CDC Manager.
 - c. Within four months of becoming certified and licensed, all Dispatchers shall achieve a 90% compliance rate. Any Dispatcher not achieving a 90% compliance rate shall receive individual training as determined by the CDC Manager.

- d. Within five months of becoming certified and licensed, all Dispatchers shall achieve the IAED accreditation compliance rates detailed above. Any Dispatcher not achieving these rates in any one month shall receive additional training as determined by the CDC Manager and the Medical Director.
3. Certified and licensed EMDs and EFDs must maintain the IAED accreditation compliance rates as detailed above. Failure to maintain the compliance rates will be noted within the first month of failure, and the EMD/EFD will resume compliance within the following month. EMDs and EFDs not achieving compliance within the following month will be subject to remedial training as determined by the CDC Manager and the Medical Director.
4. This policy does not exclude the need for discipline when considering individual cases of gross negligence and/or gross improper behavior, or cases of persistent failure to apply standards for the National Academy protocols; nor does it exclude any other existing disciplinary process.


B. Discipline vs. Quality Assurance

1. All quality improvement reviews shall be handled by the Quality Improvement Unit (QIU). The QIU is to provide education and feedback to individual call takers without the threat of disciplinary action. The goal of Quality Assurance is to achieve quality improvement and to maintain compliance. Quality improvement is not intended as a threat of disciplinary action.
2. When compliance becomes a discipline versus quality improvement problem, the call taker's Shift Supervisor will be responsible for bringing the matter to the attention of the CDC Manager.
3. All remedial training, which is not disciplinary, shall be handled by the individual's Shift Supervisor and/or the CDC Training Coordinator or as determined by the CDC Manager.
4. All discipline cases shall be handled according to the current County policy manual and via the chain of command.

C. Trigger Points for Remedial Action

1. Failure to achieve the required compliance levels as detailed in Section 1 above, in two out of three months during the first six months after certification.
2. Failure to achieve the required compliance levels as detailed in Section 1 above, during any month following the six-month period after becoming certified as an emergency Dispatcher.

Approved by:



Dino Sgambellone
Chief of Police

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/_____/

Troy Hughes
Fire Chief

/_____/

Justin Lyell Hazen, MD, FACEP
Medical Director

533 NCIC and NLETS/NMLETS			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	81.2.9, 82.1.7		

I. Purpose:

The purpose of this General Order is to establish procedures surrounding use of the National Crime Information Center (NCIC) and the National Law Enforcement Teletype System/ New Mexico Law Enforcement Teletype System (NLETS/NMLETS). (81.2.9)

II. Policy:

It is the policy of the Los Alamos County Police Department to enter only accurate, authorized and legal data into the NCIC and NLETS / NMLETS data bases and to take all required steps to secure the data contained in the systems from unauthorized release or disclosure.

III. Definitions: None at this time

IV. Procedures:

- A. All CDC Personnel shall strictly adhere to the Standards of the NCIC and NLETS/NMLETS systems and all changes to them as established by the United States Department of Justice. Those Standards currently are:
 1. All entries into the systems, current and future, shall meet the required entry criteria for the files involved.
 2. All entries shall contain at least the minimum data required for entry and up to the maximum number of identifiers permitted.
 3. All entries shall contain any of the codes or data permitted in each of the fields.
 4. Entry of a valid record shall be permitted regardless of the existence of any other record(s) already entered into the system(s) by any other Department(s) for the person or property in question.
 5. CDC personnel shall add, delete, or modify data entered in a timely manner to assure that the information entered by the CDC is accurate at all times.
 6. CDC personnel shall immediately remove a file from the system(s) when it is determined to be inaccurate or invalid; i.e., a warrant which was the basis for an entry has been dismissed.
 7. CDC personnel who have been trained shall enter or modify records into the appropriate system(s) as soon as possible after the minimum required information is available. Officers shall provide a completed report for all NCIC entries and removals. An email notification will suffice for an immediate removal until the report is completed; which is due by COB.
 8. The TAC shall create and implement procedures to ensure that records entered into the NCIC system by this Department shall have data readily available to confirm or deny a request for a

hit confirmation on the entry. He or she shall validate that such information is on-hand and that the entry is correct.

9. The TAC shall be responsible for assuring that when an entry from this Department is verified to no longer be valid, the entry shall be immediately removed from the system. The TAC shall create and implement procedures to ensure that the record was removed properly.

B. System Security (82.1.7)

1. The data stored in the system(s) is documented criminal justice information. This information shall be protected from unauthorized release or disclosure and used only in a manner to ensure correct, legal and efficient dissemination and use. It is the responsibility of the TAC to implement the necessary procedures to make sure that the terminal(s) is secure from any unauthorized use. Any violation of this procedure may result in disciplinary action including up to termination. The individual receiving a request for criminal justice information must ensure that the person requesting the information is authorized to receive the data. The data stored in these systems is **CONFIDENTIAL** and shall be treated accordingly and any unauthorized requests or receipt of material could result in administrative, criminal and civil proceedings.
2. To help ensure the proper operation of the terminal in the CDC, the manual, policies, procedures, formats and criteria established by the United States Department of Justice are hereby incorporated into this General Order as they are established at this time or as they may be modified from time-to-time by competent authority.
3. The TAC shall be responsible for ensuring CDC compliance with all NCIC and NLETS / NMLETS regulations. He or she shall routinely inspect all aspects of the CDC's operation and use of the CDC systems and take corrective actions as deemed appropriate. Such inspections shall include reviewing of CDC procedures, documentation, security and all other aspects of concern.

C. Error Notification(s)

1. In the case of serious errors, NCIC will cancel the entered record and transmit a "\$.E." administrative message to the entering Department. The "\$.E." message will provide the entire cancelled entry and a detailed explanation of the reason for the cancellation. A non-serious error is an error found in any NCIC entry which is not covered in the serious error Section for the manual. When this type of error occurs, a letter will be sent to the CDC. In both cases, the TAC shall take immediate steps to find the cause of the errors, and take corrective actions to prevent future errors.

D. Hit Confirmations

1. There are two types of "HIT Confirmations." There is an "Urgent" Hit Confirmation – which requires a response within ten (10) minutes and a "Routine" Hit Confirmation – which requires a response within one (1) hour. If any Department requests a record confirmation, CDC personnel shall respond with the requested information within the required time limits.
2. Standards for agencies receiving a positive response (Hit):
 - i. Any Department which receives a "Hit" response to an inquiry must confirm the Hit on any record in the system which appears to have been entered for the person or property inquired upon before taking any of the following actions, based upon the Hit:
 - a. Arresting the wanted person

- b. Detaining the missing person
 - c. Seizing the stolen property
- ii. Confirming a Hit means to contact the Department that entered the record into the system(s) to:
- a. Ensure that the person or property inquired about is identical to the person or property identified in the record.
 - b. Ensure that the warrant, missing person report, or theft report is still outstanding.
 - c. Obtain a decision regarding:
 - ◆ The extradition of the wanted person
 - ◆ Information regarding the return of the missing person to the proper authorities
 - ◆ Information regarding the return of stolen property to its rightful owner.
 - ◆ Every Department, upon taking a person into custody, or seizing or locating the property, after confirming the Hit, must place a “locate” on the corresponding system(s) record.

E. Interstate Identification Index (III)

1. Criminal history record information system means “A system, including the equipment, facilities, procedures, agreements, and organizations thereof, for the collection, processing, preservation or dissemination of criminal history information.” CDC personnel shall fill out the III Log with all information, including the following:
- i. Full name of the requester;
 - ii. Purpose of the request;
 - iii. Why requested, to include a case number, if applicable;
 - iv. Full name and identifying information of the subject requested; and
 - v. Signature of the requestor.

- F. For detailed information regarding III, all Police employees shall refer to and strictly adhere to the procedures established by NCIC.

Approved by:



Dino Sgambellone
Chief of Police

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534 Secondary Emergency Notification Dispatch			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:			

I. Purpose

II. Policy

It is the policy of the Los Alamos Police Department to utilize the Secondary Emergency Notification Dispatch (SEND) protocol when receiving notification from Officers on scene that emergency medical services are required.

It is further the policy of the Los Alamos Police Department to utilize the SEND protocol when receiving notification from Ski Patrol of a medical call for service.

III. Definitions

SEND Protocol: Secondary Emergency Notification Dispatch – refers to specific protocol from National Academies of Emergency Dispatch in which Police Officers responding to a call for service would notify the CDC of the need for Emergency Medical Services to respond.

IV. Procedures

- A. Upon notification from a Police unit requesting an ambulance respond to the call for service at which the Police unit is on scene, the CDC will utilize the SEND Protocol to gather information for responding LAFD units.
- B. The CDC will provide and document training for all patrol and investigation units on the SEND Protocol.
- C. SEND Protocol may be used when receiving a call for service from the Detention Center. The CDC will provide and document training for all Detention personnel on the SEND Protocol.
- D. SEND Protocol may also be used as directed by the Medical Director.

Approved by:



Dino Sgambellone
Chief of Police

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Justin Lyell Hazen, MD, FACEP
Medical Director

535 Use of Aspirin Diagnostic & Instruction Tool			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	CDC	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:			

I. PURPOSE

To authorize use of Aspirin Diagnostic & Instruction Tool as Medical Priority Dispatch System (MPDS) indicates.

II. POLICY


It is the policy of the Los Alamos County Police Department to utilize the Aspirin Diagnostic & Instruction Tool as indicated within MPDS.

III. DEFINITIONS

IV. PROCEDURES

- A. The Medical Director has authorized the EMD's evaluation and administration of aspirin in patients presenting with chest pain or heart attack symptoms.
- B. The Aspirin Diagnostic & Instruction tool shall be used when a patient is alert and 16 years of age or older, in conjunction with the following protocols:
 1. Protocol 10—Chest Pain (Non-Traumatic);
 2. Protocol 19—Heart Problems/A.I.C.D.

Approved by:


Dino Sgambellone
Chief of Police

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/_____/_____
Troy Hughes
Fire Chief

/_____/_____
Justin Lyell Hazen, MD, FACEP
Medical Director

601 Records			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	74.1.3, 82.1.1, 82.1.3, 82.1.5, 82.3.1, 82.3.2, 82.3.3, 82.3.5, 83.2.3		

I. PURPOSE

The purpose of this General Order is to insure the collection and preservation of information for subsequent use by Department personnel, the criminal justice system and citizens of the community. The proper maintenance and control of this information will protect the integrity of the Los Alamos County Police Department. **See also General Order 113.** The purpose of this General Order is to establish working hours for clerical employees assigned to the Records Section of the Los Alamos County Police Department.

II. POLICY

The Los Alamos County Police Department will complete and maintain comprehensive records of all calls for service and Police actions initiated by Officers of the Department consistent with County, State and federal administrative procedures and applicable laws. All documents submitted to the Records Section will be processed in a timely and accurate manner to insure that Court and reporting requirements are met and that all records, citations, subpoenas, warrants, cash transactions, crash reports, incident and crime reports are properly processed and accurately filed for retrieval.

III. DEFINITIONS

ARREST RECORDS -- All documents and records, except complaint and case records, completed as a result of an arrest. Arrest records include, but are not limited to, arrest reports/affidavits, fingerprints, palm prints, and photographs.

ARREST WARRANT -- An order from a Court of law that commands the arrest of a specific person so that they may be brought before the Court to answer charges that have been alleged against them.

CASE REPORTS -- Documents that when completed, record initial and follow-up investigative information to include all attachments. Case files will be automatically assigned sequenced numbers by RMS for the purpose of indexing and recording complaint and incident report information. Report numbers repeat annually, beginning with the first incident or call for service for each calendar year.

CITATIONS -- Field personnel of the Department issue various types of citations including: Animal, Juvenile, Parking, Traffic and Criminal with copies maintained in the Records Section.

CUSTODIAN OF RECORDS -- The Chief of Police is the official Custodian of Records. The Chief has delegated this function to the Staff Services Commander and the Office Manager for the Department.

FINGERPRINTING -- The creation of an official "Ten Print" record of personal identification obtained from the individual printed and authenticated by personnel of the Los Alamos County Police Department.

HATE CRIME -- A committed or attempted criminal act by any person or group of persons against a person or the property of another person or group, which in any way constitutes an expression of hatred toward the victim because of the person's personal or perceived personal characteristics. Personal characteristics include race, color, religion, ethnicity, ancestry, national origin, handicapped status, age, membership in a group, sex, or sexual orientation.

INCIDENT REPORTS -- Printout from Computer Aided Dispatch (CAD) which gives basic information on calls such as date, time, location, type of incident and comments. Incident reports are automatically numbered in sequence in order to track all dispatched calls for service or Officer initiated activity requiring a report.

NATIONAL INCIDENT BASED REPORTING SYSTEM (NIBRS) -- A standardized report and reporting procedure for collecting and reporting statewide and national complaint, incident, crime, and arrest data.

NCIC -- National Crime Information Center.

NO REPORT -- Means that no written case or incident report was generated other than what information is captured in the CAD report.

OFFICE MANAGER -- An individual appointed by the Chief of Police to coordinate Department records, retention schedules, crime reporting, and disposition in accordance with applicable laws and County Policy.

PUBLIC RECORD -- All documents, papers, maps, letter, books, tapes, photographs, film, sound recordings or other material regardless of physical form or characteristics made or received pursuant to law or ordinance in connection with the transaction of official business by any public agency.

RECORD -- Any media that captures, preserves, and/or disseminates information. A record may be a form, map, letter, computer file, e-mail, film, video, photograph, sound recording, paper(s), report(s), book(s), memoranda, order(s), directive(s), policy(ies), procedure(s) or any other document or format that contains information. This includes information entered and stored in the Computer Aided Dispatch (CAD) and Records Management System (RMS) computer programs.

RECORDS CHECK -- A personal criminal history inquiry from the arrest records of the Los Alamos County Police Department.

RECORDS RETENTION SCHEDULE -- Means the standards for keeping all records as set by County Policy 0310 – Public Records Retention Policy – and by the New Mexico Administrative Code 1.15 – General Records Retention and Disposition Schedule. Where there is any conflict in the minimum length of time set, the longer period shall apply. Records may be kept for a longer period of time than set by law or policy.

RECORDS SYSTEM -- Automated or hard copy records that contain response data and information pertaining to calls for service, a criminal offense or public safety incident.

SUBPOENA -- A subpoena is a writ or an order issued under the authority of a Court of law, or other body having legal authority to do so, that compels the appearance of a witness and/or documents, records or other evidence at a legal proceeding, the disobedience of which may be punishable as a contempt of Court violation or other administrative penalty.

VALIDATION -- A procedure to verify the accuracy of each record entered into the State's and NCIC computer systems.

WORKING HOURS: -- means the hours during which Clerical Employees will be on-duty and providing Records services and other general assistance to members of the community. The hours of operation for the Records Section are Monday through Friday from 8:00 a.m. until 5:00 p.m.

1. **Exceptions** include County recognized holidays; sick leave; annual leave; and other County recognized leave with the approval of the Office Manager and/or the Staff Services Bureau Commander. Employees will not start work prior to, nor continue working after, the established Working Hours without the specific approval of the Office Manager or the Staff Services Bureau Commander.

IV. PROCEDURES

A. Organization

1. The Records Section is a component of the Staff Services Bureau and will serve as the Department's repository for all case, crash, incident, and arrest records and reports. In addition to general records functions, the Section will maintain public records retention and requests.
2. The Office Manager will be responsible for developing a monthly work schedule for clerical employees assigned to the Records Section to insure that service to the public is continually maintained during the set working hours.
3. The Office Manager will schedule Breaks so that that the Records area, including the service window and telephones, are continually staffed by not less than one employee. If only one employee is present for duty, they may request relief from duty for Breaks by obtaining coverage from clerical staff in the Office of the Chief. Under no conditions will the Records area be left unattended during the established hours of operation without prior authorization.
4. The Office Manager will schedule Lunch Periods so that the Records area, including the service window and telephones, are continually staffed.
5. The Office Manager will be responsible for ensuring that the front doors to the Department are opened not later than 8:00 a.m. and locked not earlier than 5:00 p.m. during the hours of operation for the Records Section.
6. The required Bank Run will be completed daily without leaving the Records area unattended.
7. Records Section personnel may be considered as essential personnel at the direction of the Chief of Police.

B. Records Maintenance and Control

1. The Office Manager for the Department will ensure that records review, control, maintenance, retrieval, dissemination and retention are conducted in accordance with Department directives, County Policy and applicable administrative laws.
2. Records Section personnel will review each report to ensure that all required information has been collected. Applicable information will be processed and forwarded to appropriate agencies as required pursuant to their reporting procedures each month.
3. Records Section personnel will file reports in numerical sequence and maintain the files in an accurate and orderly manner. This includes the RMS files.

C. Sex Offender Registration

1. The Los Alamos County Sheriff's Department will fulfill the requirements of the Sex Offender Registration act as required by 29-11A-1 thru 29-11A-8 NMSA.

D. Reports (82.1.5)

1. The Office Manager will direct monthly and other periodic reviews of all records and files to ensure the following:
 - i. That all required reports have been written, received, appropriately approved, have a correct status and accurately filed; and
 - ii. That reports have been appropriately and accurately processed, coded, indexed and entered into the appropriate files.
2. When deficiencies are noted, including reports that are numbered incorrectly, the Office Manager will ensure that the appropriate, Section, Supervisors and other personnel are notified of the corrective action necessary. When reports have not been received by the Records Section, Supervisors will be notified in writing or by e-mail and cause the deficiencies or missing reports to be turned into the Records Section within twenty-four (24) hours or the end of their next shift. Records that have not been approved and returned to the responsible individuals will have twenty-four (24) hours or the end of their next shift to make the corrections and return the report to the Records Section for processing. Reports that have not been submitted in compliance with this General Order will require the individual's Supervisor to be notified who will take the appropriate action to either have the report completed and submitted to the Records Section or justify to the Office Manager the delay in having the report(s) submitted.
3. Supplemental reports and documents will be forwarded to their Sergeant for approval upon completion and then to the Records Section.
4. All cases filed with the District Attorney's Office will be routed through and tracked by the RMS system. When the Records Section receives dispositions from the District Attorney's Office on cases filed, they will be routed as follows:
 - i. A copy will be forwarded to the Evidence Custodian to ensure the proper disposition of collected evidence and property;
 - ii. The original is kept with the Records Section for filing, retention and dissemination as appropriate;
 - iii. A copy is forwarded to the responsible Officer through his or her Bureau Commander.
 - iv. The victim is notified of the disposition if appropriate or requested.

E. Records Security

1. Records Privacy and Security Precautions –
 - i. Physical security precautions regarding access to records in the custody of the Police Department will consist of at least:
 - a. Providing a means of public access, when appropriate;

- b. Providing security for all areas that are used for the storage of records exempt from public disclosure and from disclosure to unauthorized Department personnel. (82.1.1 (a))
 - ◆ All such areas will have at least electronic locking devices or deadbolt locks with codes/keys regulated by controlling Supervisors and the Dispatch Supervisor.
 - ◆ All restricted access areas will be posted with signs designating admittance only to authorized personnel. A list of the personnel allowed access to restricted records areas will be maintained by the Office Manager. Access to restricted record storage areas will include the following personnel:
 - Records Section personnel
 - Chief of Police
 - Deputy Chief of Police
 - Bureau Commander(s)
 - Personnel having a command function over the secured area
 - Other listed personnel based on an identified and valid need.
 - ◆ Any person who is not authorized access to the restricted area and who desires access for the purpose of conducting business must first obtain permission from the Chief of Police or designee and be maintained under constant observation while in the secure area.
- c. Records requiring confidential treatment (e.g., personnel files, Internal Investigations files, Criminal Intelligence files, Informant files, etc.) will be given secured storage, either through containment in cabinets that are equipped with locking devices or within areas that are individually locked or alarmed. Access to any record classified as confidential under the law or Department policy will only be allowed to personnel having responsibility over the secured record or those having a lawful right and official need for access.
- d. Cleaning, pest control and other maintenance personnel may only be admitted to restricted areas under the direct and continuous observation of personnel assigned responsibility for that area.
- e. Records Section personnel are available and will respond to request for Records information during normal business hours on business days.
 - ◆ Whenever there is no one on duty in the Records Section access shall be granted to the on-duty Watch Commander for the purpose of obtaining information pertinent to, and urgently needed for, in-progress investigative activities. (82.1.1 (b))
- f. When the Records Section is closed, appropriate/authorized Supervisors will have access to the area. Personnel needing Records access/information will contact their Supervisor for assistance.
- g. All sworn personnel have computer access to records via the computers' Record Management System (RMS), on a 24 hour/365-day basis.

2. The Office Manager will develop, implement and enforce written directives to ensure the following:
 - i. That records retention and maintenance areas are secure and have in place approved operational fire control devices;
 - ii. That Records Section personnel assigned duties requiring access to records systems, records retention and maintenance areas are properly trained and certified as needed in the operation and security of related systems, records and information.
 - iii. Records are reviewed, retained and disseminated in accordance with Department directives, State and Federal Administrative Procedures and applicable laws.
 - iv. That the Records Section's petty cash is maintained in a secure manner and location and that:
 - a. Records Section personnel are properly trained and instructed in cash receipt and accounting Procedures;
 - b. Petty cash is audited daily and turned in to the County Finance Department at the close of each business day; and that
 - c. Incorrect audits are investigated thoroughly to a conclusion, or if not, reported immediately through the Chain of Command to the Chief of Police.

F. Records Retention

1. It is the Policy of the Police Department to keep all records in accordance with applicable State laws and County Policy. The retention schedule is determined by New Mexico statutes. The applicable statute is NMAC 1.15, General Records Retention and Disposition Schedules and County Policy as set forth in LAC Policy 0310, Public Records Retention Policy and as may be amended. County and Department Policy shall not violate the statute but may exceed State retention minimums unless specifically required otherwise by law. A copy of the current Records Retention Schedule will be maintained and available from the Department's Office Manager and the County Records Administrator. (82.1.3)
2. General
 - i. Public records serve as a history of documented events and information necessary for future reference. The type of public records and the statute of limitations for charging a defendant with a crime may determine the value of a document. Additional space required for the storage of records is also a consideration in determining if there is need to destroy or store them elsewhere. In any case, all action taken in regard to the storage or destruction of public records must be in accordance with this General Order or as mandated by State law.
 - ii. The employee's job function determines his or her subsequent security level within the Police Department and their access to records and records systems. Access codes are provided by the County's Information Technology (IT) Department or their designee in the Police Department. Access codes to confidential and non-confidential records are determined by position, responsibilities and need. Individual access codes are confidential are not to be shared with anyone.
3. Office Manager Duties include, but are not limited to the following:

- i. Be familiar with and ensure that all policies, procedures and laws regarding records disclosure and retention are complied with by the Department.
 - ii. Maintain current editions of the Records Retention Statute, its amendments and any case law affecting Records.
 - iii. Assist with the storage of records and the preparation of records destruction requests.
 - iv. At the end of each calendar year, inspect all Department records, and prepare items for archive at County Records.
 - v. Maintains and updates public access website information.
 - vi. Destruction of Documents
 - a. As records meet the end of their retention, the County Records Administrator will provide a listing of records that have met their trigger date to the Office Manager.
 - b. Records that are being considered for destruction must be inspected by the Staff Services Bureau Commander to determine if they meet the required legal criteria, County and Department Policy.
 - c. Prior to the destruction of any public records, the Office Manager and the Staff Services Bureau Commander and the County Records Manager must verify that records considered for destruction are within the prescribed dates; The County Records Administrator will complete any and all required documentation or certificates showing compliance with law and policy that may include records and case numbers, title and type of records, the number series involved; and the manner in which the records were destroyed.
 - d. Once the records have been destroyed or disposed of, the documentation of such destruction shall be permanently maintained in the files of the Office Manager for the Department.
4. Release of Records
- i. The release of records not addressed in this General Order will be in compliance with State statutes. Before complying with a records request, the applicable statute and Department policies should be reviewed. **See also General Order 113 – Public Information. (82.1.1 (c))**
 - a. Members of the public can request information from Records on a 24-hour/365-day basis either by:
 - ◆ Leaving a voice mail on the Records Sections telephone number – (505) 663-1741; or
 - ◆ In person by coming into the Department’s lobby and contacting personnel on duty in the Detention Center’s Control Room and leaving a request. Records personnel will contact them on the next regular business day.
 - ◆ Submitting an e-mail request to Policerecords@lacnm.us. Reports will be provided to the customer in PDF format.

G. Charges for Public Records

1. The Police Department and its Custodian of Records will make available to any requesting person or party, any qualifying record pursuant to law. The Department will recover the costs of reproducing such records in accordance with County Policy. Those costs/charges will represent a fair and equitable estimate of the actual costs for providing this service and are set by the Office Manager with the approval of the Chief of Police. Changes to the cost/charge can take effect without prior notice. Electronic reports are provided to citizens at no charge.
2. Methods of Payment
 - i. Money Orders/Cashier's Checks/Cash -- Individuals may pay for records checks and reproduction fees by money order, cashier's check or cash (U.S. only). All cash transactions will be conducted with the Records Section only.
 - ii. Business checks -- Businesses may pay for records checks and reproduction fees by company check.
 - a. Companies approved by the Office Manager may have their requests for records checks completed and forwarded to them without having payment presented at the front window or included by records requests submitted by mail. Those approved organizations' requests will be tabulated and billed each month by the Office Manager.

H. Records Delivery

1. Requests for copies of records, video or audio tapes, photographs or other documents in the custody and control of the Department will be honored, produced and delivered to the requestor within the time frames set by statute.

I. Hate Crimes Reporting

1. The responsibility of identifying a criminal act as a Hate Crime rests with investigating personnel. Identification of Hate Crimes may occur during initial, on-scene investigation or during the follow-up. Regardless, personnel will be alert to the characteristics and evidence that identify criminal acts as Hate Crimes.
2. When an incident has been identified as a Hate Crime, reporting personnel will check the appropriate block on the submitted report form. When Hate Crime offenders are identified and evidence exists to support prosecution, the investigating Officer, with the approval and support of his or her Supervisor, shall initiate the prosecution process. Personnel will vigorously investigate and prosecute identified Hate Crimes.
3. The Records Section will prepare a monthly statistical report of Hate Crime reports and investigations on the appropriate forms.

J. Records Section Operations (82.3.5)

1. The Records Section maintains all Incident, Crime and Traffic Accident Reports, Criminal, Juvenile and Traffic citations.
2. The Records Section will have access to an index of found, recovered and evidentiary property, including stolen vehicles, to assist in owner identification, prosecution of offenders and property disposition.

3. The Consolidated Dispatch Center (CDC) will enter all serialized stolen articles that meet the minimum criteria into NCIC to aid in property recovery and prosecution of offenders. A Department Terminal Agency Coordinator (TAC), will review and verify that all entries are accurate and in compliance with NCIC criteria, that the NCIC log is updated correctly and that any corrections are made as necessary. Returns from NCIC will be attached to the case and returned to Records. Returns on citations and other data obtained will be forwarded to the Officer, the Court(s), or appropriate person. The Records Section will maintain copies of all NCIC printouts forwarded to them in the case files or other appropriate files.
4. The Records Section maintains a criminal history file for each person arrested. The indexes for this file are the defendant's name and/or Master Name Index Number. The primary index for all criminal history records is the defendant's name in the Master Index File. However, a search by date of birth, social security number, or other appropriate ways may be conducted. The arresting Officer is responsible for accurately completing the arrest report and all associated forms for the file. The Detention Center is responsible for completing all fingerprint and palm print forms, photographs and other forms in addition to maintaining inmate files.
5. Juvenile arrest records will be maintained in the same manner as adult arrest records except that all juvenile criminal history records or jackets containing fingerprints, photographs and other forms of identification or information, whether automated or in hard copy, will be stamped or otherwise clearly marked "JUVENILE". Department directives, administrative procedures and state law will be adhered to in the maintenance, control and release of juvenile records. See G.O 244 Juvenile operations for more information. (82.1.2 (a))
6. To enhance operational effectiveness, operational units of the Department may keep copies of reports; however, all original or "Records Copy" documents will be forwarded to the Records Section in accordance with established time lines and directives. Exceptions to this are Intelligence, Vice, Narcotics, and Internal Investigation files which will be maintained as otherwise directed by the Chief of Police. Department Personnel Files will be maintained and secured in the Office of the Chief of Police.

K. Subpoenas

1. Are received by the Records Section from the following:
 - i. Los Alamos Municipal Court
 - ii. Los Alamos Magistrate Court
 - iii. A State District Court
 - iv. The U.S. District Court
 - v. Grand Juries
 - vi. The State Motor Vehicle Division (MVD)
2. Upon receipt at the Records Section:
 - i. All subpoenas will be date stamped and logged into the Subpoena Log;
 - ii. Subpoenas will be assigned daily to a Records Specialist for entry into the Subpoenas database in the Records Management System (RMS). The subpoenas will be entered before the end of shift.
 - iii. The assigned Records Specialist is responsible for getting the referenced case ready for the Officer to go to Court, appear before the Grand Jury or at a MVD hearing.

- iv. After all processing has been completed, the subpoena will be placed in the named Officer's Supervisor's desk in-basket to serve on the Officer.
- v. Upon being served, the Officer will duly note the time and place he or she is scheduled to appear and make appropriate arrangements and notifications to prepare and comply with the subpoena.
- vi. After being served, the Officer shall immediately return the subpoena to the Records Section. The subpoena will then be returned to the issuing authority. In the case of the Municipal or Magistrate Courts, the subpoena will be placed in their respective mail boxes located in the Detention Center Control room. Other subpoenas will be properly addressed, posted and placed in the U.S. mail for delivery.

L. Warrants (74.1.3)

1. Warrants are time sensitive and will immediately upon arrival be assigned to a Records Specialist for processing.
2. All warrants will be entered into the **Department RMS system** and a **warrant folder** will be created. (74.1.3 (c))
 - i. The original warrant, together with the related case file, is then immediately forwarded to the Consolidated Dispatch Center (CDC).
 - ii. Upon receipt at the CDC, the Shift Supervisor or his or her designee shall cause the warrant to be **entered into the NCIC** computer system in accordance with NCIC requirements. (74.1.3 (a))
 - a. The original warrants are maintained in separate files located in the CDC.
3. Information may be received from **other jurisdictions** concerning warrant and wanted person files. (74.1.3 (b))
 - i. The CDC shall forward information from other agencies to the Shift Supervisor.
 - ii. The Records Section will enter warrant information received from other agencies into the Records Management System (RMS).
4. The Department's NCIC TAC shall **verify all NCIC** entries for accuracy. All information on the warrant will be verified. (74.1.3 (d))
 - i. CDC personnel must **verify warrants** by teletype hit confirmation to the appropriate agency (originating Department) or by telephone with the Clerk of Court office prior to service.
5. When a warrant is **served, recalled, cancelled or quashed**, it shall immediately be withdrawn from the NCIC computer by CDC personnel and returned to the Records Section for removal from the RMS system; returned to the issuing Court noting that it has been cancelled; and withdrawn from the Department's computer systems and files. (74.1.3 (e))
6. **Warrants are accessible** in the CDC **at all times**. (74.1.3 (F))

P. Master Name Index (82.3.1)

1. The Records Management System (RMS) and Computer-Aided Dispatch system (CAD) will serve as the alphabetical **master name index** for the Department.

Q. Index Files (82.3.2)

1. The Computer-Aided Dispatch system (CAD) and the Records Management System (RMS) will serve as the databases for searching service calls and **crimes by type. (82.3.2(a))**
 - i. **Uniform Crime Report Data** is completed on a monthly basis using data from the Records Management System. **(82.3.2(b))**
2. The Computer-Aided Dispatch system (CAD) and the Records Management System (RMS) will serve as the databases for searching service calls and **crimes by location. (82.3.2(c))**
3. The RMS will serve as the database to track **stolen, found, recovered and evidentiary property.**
 - i. Records are maintained by type of property, by property numbers that are assigned to each article, and by incident number.

R. Traffic Records System (82.3.3)

1. The Records Management System (RMS), Computer-Aided Dispatch (CAD), and Court records will serve as the Department's traffic records system and shall contain:
 - i. **Traffic crash data** to include reports, investigations and locations. **(82.3.3 (a))**
 - ii. **Traffic enforcement data** to include citations, arrest dispositions and locations. **(82.3.3 (b))**
 - iii. **Roadway hazard information (82.3.3 (c))**

Approved by:



Dino Sgambellone
Chief of Police

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602 Forms			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	11.4.2		

I. PURPOSE

- A. The purpose of this General Order is to set forth conditions upon which each is to be completed, the purpose of the forms, where they can be found, who originates the forms, who completes the forms and when, who approves them when completed, their distribution, routing and filing.

II. POLICY

It is the policy of the Los Alamos County Police Department that all documentation and information be accurate, complete, and thoroughly checked for correct spelling and proper grammar before being filed or released outside of the Department. Further, all official correspondence representing the Department must meet the same criteria and be in the format of standard business correspondence or meet with the approval of the Chief of Police or his or her designee. Additionally, all forms and written documentation of events and actions by members of the Department are required to be recorded and maintained on file according to statute.

III. DEFINITIONS

None at this time.

IV. PROCEDURES 11.4.2

- A. **Forms development and review:** Forms development, modification, approval, and review will be done periodically or as needed by the Command Staff and the functions that utilize the forms, as indicated by a revision or publication date on the form. The Chief of Police or his designee will be responsible for approval of all forms prior to use.
1. All forms developed will attempt to have the core values along the footer, the date it was edited last, and be in a neat and clear format. All unnecessary and unused information will be eliminated to allow a better work flow.
- B. **Changing or adopting forms:** Any member of the Department may propose a change to a form and/or recommend the development/implementation of a new form. The proposed form should be submitted to the office of the Chief, who will be responsible for reviewing the form and forwarding the proposed form through the chain of command for review, comments, suggestions for further input, and/or adoption and implementation.
- C. **N Drive:** All forms will be stored on the Police N Drive. These forms shall not be altered or have case information saved upon them. All forms on the N Drive shall remain unchanged without Command Staff approval.
- D. The Records Manager is responsible for the development, maintenance, ordering, and storage of all internal forms used by Department employees. An electronic copy of all Department forms will be maintained in a master file with limited access. A second electronic copy will be made available on the server for employee use.

- E. All members are encouraged to review Department forms and make suggestions on how to improve or consolidate them. Likewise, if a member finds a need for an additional or new form, they are encouraged to draft the form and attach a memorandum explaining the need or purpose of the form. All suggestions and comments should be forwarded through the chain of command to their respective Supervisor for review and processing.
- F. Members of the Department are hereby required to complete all appropriate forms and reports prior to the end of their shift or by a deadline established by their Supervisor.

Approved by:

A handwritten signature in black ink, appearing to read "Dino Sgambellone". The signature is fluid and cursive, with a large initial "D".

Dino Sgambellone
Chief of Police

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603 Forms and Reports			
Effective Date:	June 15, 2017	Rescinds: Amends:	
Distribution:		Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	82.2.1, 82.2.2, 82.2.5		

I. Forms and Reports (82.2.1)

A. **Guidelines:** The following guidelines establish procedures for field reporting. (82.2.1 (a))

1. Every incident shall be documented by a Computer-Assisted Dispatch (CAD) report.
 - i. Unique Case numbers will be issued upon request of the responding units to events, for all arrests (with the exception of warrant arrests in which a prior case number may be used), and full reports.
 - ii. All events criminal or non-criminal require at a minimum a “Call For Service” (CFS) number and followed by any and all appropriate reports and forms, other documentation, notifications and appropriate/required actions.
2. A full Case Report must be completed on the following incidents unless otherwise directed by a Supervisor:
 - i. All crimes or potential crimes including criminal cases initiated by employees;
 - ii. All incidents involving an arrest, criminal summons or incarcerations;
 - iii. All Domestic Violence calls founded or unfounded;
 - iv. All missing persons;
 - v. All towed vehicles;
 - vi. Found Property;
 - vii. Animal Bites;
 - viii. All animals taken to the shelter;
 - ix. Crash’s involving:
 - a. Injury
 - b. Damage to county property
 - c. Property damage over \$500
 - ◆ The Uniformed Crash Report form will be used for all of the above
 - ◆ Non reportable forms will be used for anything else
3. Officer’s will update RMS to include the most current information available for the following at a minimum:
 - i. For all involved parties.
 - ii. All vehicles.
 - iii. Addresses.
 - iv. Employment.
 - v. Phone numbers.
 - vi. Property.
 - vii. Alerts
4. Computer-Aided Dispatch (CAD) generated reports may be generated for:

- i. Citizen complaints
 - ii. Officer initiated activity
 - iii. Citizen requests for services when:
 - a. An Officer is dispatched;
 - b. An employee is assigned to investigate;
 - c. An employee is assigned to take action at a later time;
 - d. Minor traffic offenses.
5. Incident Supplements are to be completed by Officers when the Officer receives or obtains additional information relevant to a case.
 6. Evidence Vouchers and Vehicle Tow sheets will be completed anytime property and/or vehicle(s) is received by this Department.

B. Forms: (82.2.1 (b))

1. The Records Section is in charge of maintaining a forms repository on the N: drive for the Police Department. The form repository will be updated with the most up to date version of each form so employees can utilize the correct form.
 - i. Such forms include, but are not limited to:
 - a. Incident/Offense Report forms (Computerized)
 - b. Supplement/Follow-up Report (Computerized/Paper)
 - c. State of New Mexico Uniformed Crash Report and supplements (Computerized/Paper)
 - d. Traffic Citation (Paper)
 - e. Parking Violation Complaint (Computerized/Paper)
 - f. Misdemeanor Summons (Paper)
 - g. Tow Sheet (Paper)
 - h. Evidence Voucher (Computerized/Paper)
 - i. Field Interview Card (Computerized/Paper)
 - j. Domestic Violence/Protection Order Paper (Paper)
 - k. Death Scene Checklist (Computerized/Paper)
 - l. Probable Cause Statements (Computerized)
2. EXCEPTIONS – The form repository may not include Department forms located in the Records Management System (RMS), Jail Management System (JMS), Property Management System, Shelter-pro, Computer Aided Dispatch (CAD) System, the Field Training Officer (FTO) Manual, and Emergency Management. RMS and CAD forms are located in those respective computer programs.
3. All members of the Department are responsible for being familiar with the various forms used by the Department and shall use them whenever it is required, appropriate or when so directed. In the case where a member is not sure if a report should be made or not, he or she shall err on the side of completing the form or report and submitting it to their Supervisor.
4. When completing reports, Officers will utilize the Computerized Reporting System. For all other reports, Officers will utilize forms as outlined in N drive.

C. Information within reports: (82.2.1 (c))

1. All reports and records maintained to document Department activity will contain at a minimum the following information, if available:

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- i. Date and time of the initial reporting;
 - ii. Name (if provided) of the citizen requesting the service and/or victim's or complainant's name;
 - iii. Location, date, and time of the incident;
 - iv. Nature of the incident;
 - v. Nature, date and time of action taken (if any) by Department personnel;
 - vi. Name and ID number of the Officer/Employee who wrote the report;
 - vii. type of follow-up needed, if any;
 - viii. A control number (Incident/Offense Report number, Traffic Crash number, Ticket number, etc.);
 - ix. In situations where a request for service is by an anonymous source, the report should indicate the complainant declined to provide their information.
2. Reports will be accurate, legible and complete and will be submitted for review by the end of their shift unless an extension is approved by their Supervisor

D. Procedures to fill out forms and reports (82.2.1 (d))

1. Access to the Department's Intranet will be provided to all Officers. During every Officer's FTO's phase, instruction will be given on how to fill out every form. Trainees will be evaluated on filling out forms and reports during their FTO's block of instruction.
2. Shift Supervisors will be familiar with all forms and will give instruction as needed.

E. Supervisory Review (82.2.1 (d))

1. All handwritten or computerized field reports will be reviewed for completeness and accuracy by a Supervisor of the unit or Section to which an employee is assigned. Approved reports will be forwarded to the Records Section.
2. RMS reports require approval by a Supervisor.
 - i. Incorrect or inaccurate reports are to be returned to the Officer for correction and/or completion by the end of the shift.

F. Reporting on incidents (82.2.2)

7. Consolidated Dispatch Center (CDC) personnel will assign a unique computer generated Event number to each call for service in CAD as it is received, whether by telephone or by radio from field personnel. The following events will be handled as indicated:
 - i. Citizen reports of crime – Officer will respond to all reports of criminal activity; investigate as thoroughly as possible; complete all required reports and forms; and make all necessary contacts with the complainant, Department personnel; and other appropriate agencies. (82.2.2 (a))
 - ii. Citizen Complaints – citizen complaints that are not criminal in nature, but want police to know about it or to rectify. (82.2.2 (b))
 - iii. Employees Dispatched – regarding suspicious activities, persons, vehicles, events, concerns regarding community safety, and/or non-criminal situations will be responded to, thoroughly investigated, documented, handled, and/or referred to the proper Department or agency for action. (82.2.2 (c))

- iv. All events criminal or non-criminal – Department personnel who are dispatched or actions initiated by sworn personnel, will be given, at a minimum a “Call For Service” (CFS) number and followed by any and all appropriate reports and forms, other documentation, notifications and appropriate/required actions. (82.2.2 (d))
- v. All events involving arrests, citations or summonses – will be thoroughly and completely documented. All arrests will be documented on appropriate reports and forms – to include all required paperwork in the Detention Center. (82.2.2 (e))

G. Report Information (82.2.5)

- 1. Report information will be obtained by an Officer’s response in most circumstances.
 - i. Report information may be obtained by telephone as an alternative to an Officer's response to a non-emergency call for service when certain conditions exist, to include but not limited to: (82.2.5)
 - a. A caller is outside the Department's service area and returning to the jurisdiction is not practical or cannot be accomplished in a reasonable time period;
 - b. During inclement weather or other situations causing Officers to be unavailable to respond in a timely manner; and/or,
 - c. Other incidents at the discretion and direction of supervision.

Approved by:



Dino Sgambellone
Chief of Police

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604 Staff and Line Inspections			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	53.1.1, 53.2.1		

I. PURPOSE

The purpose of this General Order is to set forth the procedures for conducting Staff and Line Inspections. The purpose of Staff Inspections is to certify compliance with the Department's policies and procedures by all Bureaus, Sections, units, components and members of the Department; identify areas of compliance and non-compliance; determine steps to correct any non-compliance; and assure that policies and procedures allow for the coordinated, proper and lawful operation of the Department. Compliance with the Department's policies and procedures helps assure standards of professional conduct, quality service to the community and the reduction of liability and public criticism.

Line inspections are used to ascertain compliance with Department policy regulating dress code, weapons, ammunition, equipment and vehicles. This General Order will also account for all capital equipment assigned to the Department.

II. POLICY

It is the policy of the Los Alamos County Police Department that all Bureaus, Sections, units, components, and members comply fully with the Policy and Procedure Manual of the Department as well as all official communications, such as County Rules and Regulations, General Orders, Personnel Orders, Special Orders, Interim Orders, Memorandums, Directives and Standard Operating Procedures (SOPs) issued by the Chief of Police or other competent authority.

It is the policy of the Los Alamos County Police Department to not only account for all capital equipment, but to maintain it in a state of cleanliness and readiness.

III. DEFINITIONS

Staff Inspections – is the examination of policies and procedures compared to the actual performance of duties and responsibilities. The purpose of the examination is to assure the policies and procedures of the Department are in line with accepted Police performance standards as established by such organizations as Commission on Accreditation for Law Enforcement Agencies (CALEA). The policies and procedures are then compared to the actual performance of duties and responsibilities by members of the Department with the intent to validate areas of full compliance and identify areas of non-compliance. Areas of non-compliance are then addressed in terms of practicality, equipment, training needs and disciplinary action so corrective action(s) can be taken.

Line Inspections – is an objective and purposeful observation and evaluation of an activity, event, equipment or personnel within the direct chain of command of the inspecting Supervisor.

Capital Equipment – Equipment costing \$5,000 or more that is purchased by the County for use by County employees. Such equipment may be assigned to an individual employee or to a group of employees who shall be accountable for all issued capital equipment.

IV. PROCEDURES

- A. A **Staff Inspection (53.2.1 (b))** of a Section or unit of the Police Department will be assigned by the Chief of Police or designee. A staff inspection is to be conducted within all organizational components at least once every three years. Additional inspections may be ordered by the Chief

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of Police for any Bureau, Section or Unit at any time. The Chief of Police may specify policies and procedures to be especially inspected or a general inspection of all pertinent policies and procedures touching on the Bureau, Section or Unit. (53.2.1 (e))

1. The Chief of Police will name the areas to be inspected and the individual to conduct the inspection. The individual assigned to conduct an inspection will not be assigned to inspect their own area(s) of responsibility.
 2. The Chief of Police, by policy, extends the authority to conduct inspections to members of the Department. The Inspector will administer the process and prepare a final report to the Chief of Police of all inspections conducted. The normal timeline for an inspection will be determined by the Chief of Police. (53.2.1 (a))
 3. At the conclusion of the inspection, the Inspector will prepare a ***draft*** narrative report delineating the actions taken; specific inspections made; individuals interviewed; specific findings of compliance and non-compliance; and recommendations as to possible corrective actions. The Inspector shall submit his or her ***draft*** copy of the report to the affected Bureau, Section, or Unit and subsequently meet with the affected Supervisor to review the report. The Supervisor will have 30-days to evaluate the ***draft*** report and its findings and take the necessary corrective actions so that compliance with the policies and procedures are met. Corrective actions may include any one or any combination of the following: (53.2.1 (c))
 - i. Modify the policy or procedure (to include rationale);
 - ii. Issue appropriate directives to correct the situation(s) (in writing);
 - iii. Submit a purchase order for appropriate equipment, repairs or facility improvement(s);
 - iv. Make arrangements for appropriate training of personnel (in writing);
 - v. Initiate disciplinary action(s);
 - vi. Take other actions as required or appropriate (in writing); or,
 - vii. Prepare a report to the Chief of Police explaining the reasons for noncompliance.
 4. No later than at the end of the 30th day, the Inspector and the affected Supervisor will meet again to review the ***draft*** report and the corrective actions taken.
 5. The Inspector shall then have 15-days to review the corrective actions and verify compliance. Any continued areas of non-compliance will be reported back to the Supervisor for further action, if necessary. The Supervisor will have 5 days to complete the corrections. At the end of this 5-day period, and within 5-days thereof, the inspecting Officer shall verify the corrections.
 6. At the completion of the above process, the Inspector shall prepare a final Report of Inspection within 10-days (53.2.1 (d)). The report shall include: An Executive Summary of the Inspection; all of the findings of the ***draft*** report; the corrective actions taken by the Supervisor; a statement of verification by the inspecting Officer of compliance and/or non-compliance by the Supervisor with the policies and procedures; and copies of all relevant items. A copy of the final report will be submitted to both the Supervisor and the Chief of Police.
 7. The Chief of Police may call a meeting of the Inspecting Officer and Supervisor to review the Report of Inspection and resolve any questions, issues or contradicting points of view.
 8. At the completion of the Chief's review, he or she may issue orders or directives to correct any areas of non-compliance and cause them, together with the Report of Inspection to be duly filed and kept on record for the required time period.
- B. **Line inspections: (53.1.1 (a))** will be conducted routinely and are used to ascertain compliance with Department policy regulating dress code, weapons, ammunition, equipment and vehicles. (53.1.1 (b)) Supervisory personnel shall use the appropriate approved forms when conducting a line inspection. The following forms are approved for line inspections written reports: (53.1.1 (d))
1. Vehicle Inspection/ personnel form

2. Daily Observation Reports (used during FTO Program)
 3. Supervisor Observation Reports (used during FTO Program)
- C. Completed inspection sheets are to be forwarded through the chain of command to the designated Bureau Commander.
- D. Deficiencies that cannot be immediately corrected are subject to re-inspection no later than the next duty rotation for patrol personnel or within five (5) working days for all others. Upon re-inspection and follow up, conducted after 5 working days or when notified of correction, if the deficiency still exists, the inspecting Supervisor will take appropriate disciplinary action. (53.1.1 (e))
- E. Responsibility for inspections will be handled in accordance to this general order: (53.1.1 (c))
1. Bureau Commanders shall:
 - i. Make personal inspections of personnel and areas under their command both at frequent and irregular intervals.
 - ii. Ensure that briefings are held, if applicable, and that orders and necessary information are communicated.
 - iii. Require Supervisory punctuality and professional appearance of subordinate personnel.
 2. Sergeants shall:
 - i. Conduct inspections of property, equipment, activities and personnel.
 - ii. Monitor the activities of subordinates to determine if duties, services to the public, orders and instructions are being properly, efficiently and effectively performed.
 3. Training Officers shall conduct daily, documented inspections of recruits whom they are training to insure the recruits are being properly instructed in the use, care and maintenance of vehicles, equipment and uniforms.
- F. On an annual basis the County Manager directs that an inventory of all capital equipment be reviewed and accounted for by each Department.
1. The Chief of Police shall direct staff to conduct an inventory and account for all items on the list.
 2. The assigned personnel will locate and confirm that all items are accounted for, make sure it is being maintained in a clean and ready manner, and that it is fully functional. Equipment that is not functional shall be repaired or disposed of in accordance with County procedures. Equipment found to be dirty or not maintained in a state of readiness shall be brought to the immediate attention of the Deputy Chief of Police for appropriate action. Missing equipment will require an investigation and report as to the disposition of the equipment. Such report shall be forwarded to the Deputy Chief of Police for appropriate action.

Approved by:



Dino Sgambellone
Chief of Police

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606 Administrative and Shift Reports			
Effective Date:	June 15, 2017	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2018
Related CALEA Standards:	11.4.1		

I. PURPOSE

The purpose of this General Order is to set out the format of Administrative and Shift Reports and the responsibilities regarding their completion. All reports are an important communications mechanism for Department personnel.

II. POLICY

It is the policy of the Los Alamos County Police Department that at the end of every shift, the Shift Supervisor, or his or her designee, shall cause to be compiled a summary of the activities and information needed to be passed on to the next shift and other Departmental personnel and have that report forwarded in a timely manner prior to the end of shift. All Administrative reports will be completed by the time sensitive standards of CALEA.

III. DEFINITIONS (11.4.1 (a))

Administrative Reports: Administrative reports include annual reports, periodic reports of division activity, and a variety of periodic reports required by policy and/or accreditation standards. These reports are outlined in the Time Sensitive CALEA Standards Report. (11.4.1 (a))

Shift Report – means a summary of activities from the shift and other pertinent and important information that needs to be passed on to the Operations Shift Supervisor and other Departmental personnel.

IV. PROCEDURES

A. Administrative Reports:

1. **Responsibility for reports:** The Chief of Police is responsible for assembling data and other information to effectively and efficiently operate the Department. Components and Sections are responsible for submitting periodic reports to the Chief of Police specifying information required by policy and/or Commission on Accreditation for Law Enforcement Agencies (CALEA) standards. The Records Section is responsible for submitting information necessary to complete the Uniform Crime Report that is to be forwarded to the F.B.I. The Chief of Police, in conjunction with Officers responsible for Sections, components, functions or those with special duties and responsibilities, will prepare an annual report detailing the activities and performance of the Department and its members. (11.4.1 (b))
2. **Purpose of reports:** The Department will use administrative reports to assist in allocating personnel and other resources, preparing budgets and other requests for anticipated needs, to set Departmental Goals and Objectives, performance audit, to assist Bureaus in developing short-term and long-range objectives, and to evaluate progress toward goals and objectives. Other reports, such as periodic accreditation reports, will be used to ensure compliance with policy and standards and to assess progress toward goals outlined by the Department. (11.4.1 (c))

3. **Frequency of reports:** The Time Sensitive CALEA Standards Report will serve as a guide for the frequency of administrative reports necessitated by policy and utilized as documentation of review of periodic reports, reviews, and other activities mandated by accreditation standards. (11.4.1 (d))
4. **Distribution of reports:** The Time Sensitive CALEA Standards Report will serve as a guide for the distribution of administrative reports necessitated by policy and/or accreditation standards. (11.4.1 (e))

B. Shift Reports:

1. Near the completion of each shift, the Shift Supervisor shall cause a Shift Report to be assembled and forwarded to the off-going Shift Supervisor in Patrol. The Shift Report will run from 0530 to 1730 and 1730 to 0530. (11.4.1 (c)(d))
2. The Shift Report will be generated from CAD Reports in the form of an Event Register and then forwarded to appropriate personnel.
3. Comments will be posted in the shift report for the communication of essential information, cases, and including all personnel who call in sick for the next day. The Shift Report will address each substantive incident included in the event register to include:
 - i. Names,
 - ii. Synopsis of event
 - iii. Locations
 - iv. All crimes including victim refused
 - v. All missing persons/runaways that have not been located
4. The Patrol Shift Commander shall review the Shift Report and make any appropriate corrections and add any pertinent information and shall forward the report to Police Command and Police Supervisors via Department email before going off-duty. (11.4.1 (ae))

Approved by:



Dino Sgambellone
Chief of Police

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607 Criminal and Civil Process			
Effective Date:	January 1, 2015	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2016
Related CALEA Standards:	74.1.1, 74.1.2, 74.2.1, 74.3.1, 74.3.2		

I. PURPOSE

The Los Alamos Police Department is mandated by law with the service of legal process in support of the judicial function. This includes the service of all civil and criminal process either received from the courts, or from individuals whose legal interests are affected by the courts decisions. The purpose of this directive is to ensure sufficiency of information, accuracy, timeliness, accessibility, and delivery of the legal process service.

II. POLICY

The Los Alamos Police Department will execute legal process papers in conformance with established New Mexico law and procedures.

III. DEFINITIONS

A. PERSONAL SERVICE

The document must be served on the person named or an individual that has been authorized to accept service for the defendant or person named in accordance with applicable law. The Officer must verify the authorization.

For District Court process: Personal service of process shall be made upon an individual by delivering a copy of a summons and complaint or other process: 1) to the individual personally; or if the individual refuses to accept service, by leaving the process at the location where the individual has been found; and if the individual refuses to receive such copies or permit them to be left, such action shall constitute valid service; or 2) by mail or commercial courier service as provided by law.

For Magistrate Court process: Personal service shall be made as provided by law as follows: upon an individual other than a minor or an incapacitated person by delivering a copy of the summons and of the complaint to him personally; or if the defendant refuses to receive such, by leaving same at the location where he has been found; and if the defendant refuses to receive such copies or permit them to be left, such action shall constitute valid service. If the defendant is absent, service may be made by delivering a copy of the process or other papers to be served to some person residing at the usual place of abode of the defendant who is over the age of fifteen (15) years; and if there is no such person available or willing to accept delivery, then service may be made by posting such copies in the most public part of the defendant's premises, and by mailing to the defendant at his last known mailing address copies of the process.

For Municipal Court process: Service may be made as provided by law: upon an individual, other than a minor or an incompetent person, by delivering a copy of the summons and of the complaint to him personally; or if the defendant refuses to receive such, by leaving same at the location where he has been found; and if the defendant refuses to receive such copies or permit them to be left, such action shall constitute valid service. If the defendant be absent, service may be made by

delivering a copy of the process or other papers to be served to some person residing at the usual place of abode of the defendant who is over fifteen (15) years; and if there be no such person available or willing to accept delivery, then service may be made by posting a copy of the summons and of the complaint in the most public part of the defendant's premises and by mailing to the defendant at his last known address copies of the process.

B. PRO SE

This indicates that the person is not being represented in the matter at hand by an attorney.

C. ATTEMPTS/COMMENTS

This Section is for notes that the Officer records in reference to the investigation as ordered by the court. These notes will be specific and in detail with particular attention given to dates, locations and times when the Officer has made, or attempted to make, contact with the parties named in the order.

D. PLAINTIFF/PETITIONER

Party initiating the action/complaint.

E. DEFENDANT/RESPONDENT

Party named in action/complaint who must reply to the charges or complaint against them.

IV. PROCEDURES

A. INFORMATION RECORDING (74.1.1)

1. When legal process is received, all information from the process will be entered into the Records Management System (RMS), including:
 - a. Date and time received; (74.1.1 (a))
 - b. Type of legal process (civil or criminal); (74.1.1 (b))
 - c. Nature of document; (74.1.1 (c))
 - d. Source of document; (74.1.1 (d))
 - e. Name of plaintiff/complainant or defendant/respondent; (74.1.1 (e))
 - f. Officer assigned for service; (74.1.1 (f))
 - g. Date assigned; (74.1.1 (g))
 - h. Court assigned docket (case) number; and, (74.1.1 (h))
 - i. Date service due (if any). (74.1.1 (i))

B. EXECUTION/ ATTEMPT OF SERVICE (74.1.2)

1. All attempts to serve legal process will include:
 - i. Date and time service was executed/attempted (74.1.2 (a))
 - ii. Name of officer(s) executing/attempting service (74.1.2 (b))
 - iii. Name of person on whom the process was served/executed (74.1.2 (c))
 - iv. Method of service or reason for non-service (74.1.2 (d))
 - v. Address of service/attempt (74.1.2 (e))

V. CRIMINAL PROCESS SECTION: (74.3.1)

- A. Sworn members of the Los Alamos Police Department will execute any lawful criminal process in accordance with their duties.
 - 1. Criminal Processes will include: Arrest Warrants, Search Warrants, General Ordinance Complaint Summons, and/or others authorized by law.
 - 2. An officer will follow applicable Department Policies and laws when executing criminal warrants regarding limits of authority, use of force, jurisdiction limits, service time regulations, requests for assistance, etc.
- B. Sworn members of the Police Department may execute criminal documents and warrants outside of Los Alamos County when such execution is allowed and as governed by New Mexico law.
 - 1. Sworn members of this Department attempting to serve criminal process outside of Los Alamos County as authorized by law will make a reasonable attempt to inform the Department that has primary jurisdiction of their intent to serve process and will make a reasonable attempt to have an officer of that Department in their company prior to service.
- C. Warrants:
 - 1. **Search warrants** can only be served between the hours of 6:00 am and 10:00 pm unless a special nighttime search is granted by the judge.
 - i. Search warrants must be served within ten days of issue.
 - 2. **Arrest Warrants**- Prior to arresting any subject on a criminal warrant, the serving officer will request the CDC verify the warrant.
 - i. If the warrant has not been verified or is unable to be verified, the serving officer will not execute the warrant.
 - 3. Only sworn officers of the Los Alamos Police Department are authorized to execute arrest warrants. (74.3.2)

VI. CIVIL PROCESS SECTION: (74.2.1)

- 1. The purpose of civil process is to promptly serve and make timely return of all legal process received. At times this may include legal process received from neighboring jurisdictions. In general, civil process, including the service of subpoenas, is a function of the Los Alamos Police Department.
- 2. If this Department receives civil process which requires service in another jurisdiction, the individual presenting the process will be informed of the need for them to take the process to the appropriate law enforcement Department in that jurisdiction.

B. PROPERTY SEIZURE

- 1. All writs which require the seizure of real or personal property must be executed by a sworn law enforcement officer.

2. At least two law enforcement officers will be assigned in the execution of any writ in which the Officers feel may likely result in resistance.
3. All property acquired through the civil process function will be properly accounted for in Department records.
4. All property and monies collected will be disposed of by the Department pursuant to legal authority.
5. Any property collected as a result of an execution or other lawful court order, will be secured in a facility which is controlled by the Los Alamos Police Department.

C. VIDEO TAPING CIVIL PROCEDURES

1. All video recordings will be conducted in accordance with the Body Worn Camera Policy.

D. CIVIL STANDBY

1. Officers may conduct a civil standby in situations where the Officer's presence would contribute to keeping the peace. Civil standbys should be held to a reasonable amount of time for one to gather immediate possessions.

Approved by:



Dino Sgambellone
Chief of Police

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